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FIELD MANUAL

PREPARATION
FOR
UNIT MOVEMENT OVERSEAS
BY
SURFACE TRANSPORTATION

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PREPARATION FOR UNIT MOVEMENT OVERSEAS BY SURFACE TRANSPORTATION

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*This manual supersedes TM 55-604, 9 October 1970, including all changes.

CHAPTER 1

INTRODUCTION

1–1. Purpose and Scope

a. This manual is intended to supplement directives and regulations pertaining to planning and preparing units for movement overseas when unit equipment is shipped by surface transportation. Guidance for unit movement by air is provided in FM 55–12/AFM 76–6. Troop movement preparation in oversea areas will be in accordance with instructions issued by the theater commander.

b. This manual is applicable without modification to general, limited, or cold war.

1–2. Changes or Revision

Users of this publication are encouraged to submit recommended changes or comments to improve the publication. Comments should be keyed to the specific page, paragraph, and line of the text in which the change is recommended. Reasons will be provided for each comment to insure understanding and complete evaluation. Comments should be prepared in accordance with paragraph 1–8, AR 310–3, using DA Form 2028 (Recommended Changes to Publications and Blank Forms), and forwarded direct to the Commandant, US Army Transportation School, ATTN: ATSP-CTD-OT, Fort Eustis, Virginia 23604.

CHAPTER 2

GENERAL

2–1. Application

a. A company or similar military unit starts preparing for its combat mission at the time of its activation. This mission may require actively engaging the enemy or furnishing combat service support. Before a unit can perform either mission, it must be transported from its continental United States (CONUS) station to a theater of operations. This movement can easily become complicated and confusing unless it is based on careful planning and thorough training. Therefore, training for movement is specified in the Army training program for each unit. Other preparatory actions, though equally important in an oversea or CONUS movement, cannot be economically included in training schedules. Among these may be the actual packaging and crating of supplies and equipment, and the numerous administrative procedures involved in clearing a troop organization from an installation.

b. The speed with which selected Army units must move to support contingency plans or other immediate operational requirements may require that normal preparation procedures be modified or condensed to permit rapid deployment. Many of the actions normally accomplished after receipt of the warning order must be performed concurrently with the instructions given during the training stage.

2–2. Troop Movement Responsibilities

Though this text is primarily intended as a guide for the moving unit commander who is preparing his command to move as a unit, it also includes the duties and responsibilities of staff officers who normally are assigned specific responsibilities in connection with the move. Usually, the officers exercising staff supervision over the move are provided by the next higher headquarters; for example, by the battalion headquarters in a company move. Staff officers at all command levels with movement responsibilities should avoid disruption of the moving unit's activities by uncoordinated readiness inspections. When possible, inspections should be conducted jointly by interested personnel from all levels. The officers assigned movement responsibilities should give the preparation of the unit their highest priority. The unit commander may receive assistance from the supporting installation as well as from higher headquarters. Other priority projects may adversely affect the staff support provided a unit. This is especially true during an emergency when two or more units must be prepared for a move simultaneously. Whatever the circumstances, the unit commander should be thoroughly familiar with the actions essential to rendering his unit ready for movement either within CONUS or overseas. The information provided in this text is sufficiently general in nature to apply to most unit moves. Local directives prescribing procedures for the accomplishment of specific preparatory actions are usually available and should be studied thoroughly by staff officers with movement responsibility and by the unit commander before preparation of the final movement plan. Upon completion, movement plans will be provided to higher headquarters and supporting installations.

2–3. Unit Movement Stages

Unit movements are divided into three stages: training, alert, and movement. The training stage begins at the time the unit is organized and extends to the time it receives the warning order alerting it for movement. The alert stage starts when the unit is informed it is to move and extends until receipt of the movement order. The movement stage begins upon receipt of the movement order and extends until the unit has arrived at its destination. The guidance contained in this text emphasizes actions required from the alert stage through the movement stage.

2–4. Explanation of Terms

The following explanation of terms applies to this manual. AR 310–25 will be used for terms not listed.

a. Aircraft Shipment Readiness Date (ASRD). Date specified in the movement directive when unit aircraft must be ready to depart home station.

b. Cargo Transporter. Also called container express (CONEX), this is a reusable metal shipping container designed to provide worldwide surface movement of military supplies and equipment. Short distance hauls or point-to-point movements within CONUS are seldom economical

with CONEX and should therefore be made only when such movements clearly involve advantages in lower handling or packing cost or a reduction in risk of pilferage or shipping damage. They are used in unit oversea movement only when authorized by the movement directive.

c. Defense Transportation System (DTS). The DTS consists of military controlled terminals, Military Airlift Command (MAC) controlled airlift, Military Sealift Command (MSC) controlled or arranged sealift, and Government owned or controlled air or land transportation.

d. Deployable Personnel. Personnel carried as operating strength on a Standard Installation Division Personnel System (SIDPERS) report and who meet all deployability criteria for the unit's oversea destination. This could exceed 100 percent of the authorized strength. Included are temporary duty (TDY), present, leave, hospital, and arrest/confinement personnel meeting deployability criteria who will rejoin the unit either in the present command or in the oversea area.

e. Discretionary Items. Items of clothing and equipment authorized in Common Table of Allowances (CTA) 50-900 which are issued to personnel assigned to specific climatic zones worldwide (includes mandatory purchase items for officers and warrant officers).

f. Equipment Shipment Readiness Date (ESRD). Date specified in the movement directive when unit equipment other than aircraft must be ready for shipment from home station.

g. Expedited Movement Report (EXMOVREP). EXMOVREP is used to report advance notifications of departures, actual departures, and actual arrivals. This report is submitted in the format shown in AR 220-10. Actual departure and arrival reports are transmitted electrically.

h. Force Requirement Number (FRN). A number assigned by a unified command to identify a requirement for a particular type unit.

i. Home Station. The installation or activity where a unit is physically located while being processed under the provisions of AR 220-10.

j. Identifying Package Number. Each package (vehicles and major items of equipment are considered packages) is assigned a package number. This number is assigned when DA Form 2940-R (Unit Loading Inventory and Checklist (Worksheet)) is prepared (para 4-2). On shipments documented in accordance with Military Standard Transportation and Movement Procedures (MILSTAMP), the package number is referred to as the serial number and is reflected in the 12 to 14 digits of the transportation control number (TCN) (fig 10-2).

k. Initial and Final Terminal Arrival Dates (IFTAD). Dates which establish the period when shipments of supplies and equipment from supply sources are to arrive at the military water or air terminal.

l. Installation Transportation Officer (ITO). As used in this manual, this designation pinpoints the individual at an installation who has the responsibility for arranging or providing transportation, no matter what his official title may be. At some CONUS installations, he may be designated as director of services; traffic manager; chief, movements division; or some similar title.

m. Major Army Commands. Major Army commands are listed in AR 10-5.

n. Minimum Essential Equipment (MEE) (AR 220-10, App D). That part of authorized allowances of equipment, clothing, and supplies needed to preserve the integrity of a unit during movement without regard to the performance of its combat or service mission. As used in movement directives, MEE refers to specific items of both organizational and individual clothing and equipment.

o. Movement. As used in this manual, movement means the change of location of personnel, equipment, and supplies from one place to another.

p. Movement Categories:

(1) *Category A:* Move with all authorized equipment.

(2) *Category B:* Move only with MEE.

(3) *Category C:* Move with less than MEE, as specified in the movement directive.

q. Movement Directive. This is the basic document published by the Department of the Army or Department of the Air Force, or jointly, which authorizes a command to take action to move a designated unit from one location to another.

r. Movement Orders. Movement orders are published by the responsible headquarters upon receipt of the movement directive from the Department of the Army. They specify the exact organizational structure of the unit to be moved and furnish other information essential to the unit commander in preparing his unit and moving it to its destination. The movement order is the implementing document forwarded to the unit commander authorizing him to move his unit.

s. Movement Table. A table that gives detailed instructions for a move and indicates the mode of transportation by the words "rail" "motor (organic)," "surface (sea)," or "air" to signify the type of movement. It is normally issued as an an-

nex to a movement order.

t. Package. A container, box, crate, or a single item of unboxed equipment; for example, a vehicle.

u. Personnel Shipment Readiness Date (PSRD). Date specified in the movement directive when personnel of the unit must be ready to depart home station.

v. Preparation for Oversea Movement (POM)—Qualified. Term used to indicate that a unit and its members have successfully completed training and processing required by AR 220–10. Also, that clothing and equipment meet prescribed standards of maintenance, reliability, completeness, and type classification (AR 71–6) and are ready for use in the programed employment area.

w. POM Requisition. A requisition to fill shortages of equipment and supplies in units under orders for oversea movement. POM requisitions will be identified by the project code assigned in accordance with chapter 3 and appendix q, AR 725–50.

x. POM Time. That time required by a unit to accomplish the essential administrative and logistical requirements necessary to prepare for oversea movement. Upon completion of POM at home or mobilization station, the unit is considered available for oversea movement.

y. Project Code. Three alphanumeric characters which identify military service and Department of Defense (DOD) projects. Project codes are used to identify requisitions and shipments and for cost accounting.

z. Red Disk TAT. To accompany troops (TAT) items which must arrive at the oversea destination prior to or concurrently with troop elements and which are necessary to provide self-sufficiency at destination for 30 days or as otherwise specified. Red disk TAT containers are identified by marking with "TAT" superimposed on a red disk and by an "R" in the eleventh position of the transportation control number (TCN).

aa. Routing Symbols. These symbols, interpreted below, are assigned by Military Traffic Management Command (MTMC) to designate types of routing.

CAM—Commercial Air Movement

MAIN—Military Authorization Identification Number (Rail)

MI—Military Impedimenta Route Order (Rail)

MOV—Military-Owned Vehicle Routing Order

MRO—Motor Route Order (Bus)

TRO—Military Impedimenta Route Order (Commercial Motor)

ab. Temporary Change of Station (TCS). Transfer of a unit from its permanent station to a temporary station normally not in excess of a 90-day period. Exceptions to the time limitation are provided in AR 310–10.

ac. To Accompany Troops (TAT). Items of equipment which are to accompany troops during movement aboard the same air or surface carrier or which must arrive at destination concurrently with the troop elements of a unit.

ad. Transportation Control and Movement Document (TCMD) (DD Form 1384). This form is mandatory for all shipments entering the DTS. It is a multipurpose document used as a basic movement and control document, terminal handling document (dock receipt), cargo manifest, a basis for reimbursement for terminal handling and ocean carriage, or tracing document designed to provide advance notice of shipments; to serve as an air bill, truck waybill, or dock receipt; to control cargo moving in the DTS; and to provide such other logistical management data as may be required. The requirements for a TCMD do not supersede or modify existing instructions governing the preparation and use of bill of lading or similar instruments that are required for material moving under commercial tariff terms and rates.

ae. Transportation Control Number (TCN). An alphanumeric code of 17 characters used for the identification and control of shipments entering the DTS. It is constructed in accordance with provisions of DOD Regulation 4500.32–R (MILSTAMP).

af. Unit Identification Code (UIC). A six-position alphanumeric code used by all commands for the purpose of control and identification of units during movement. It is constructed in accordance with and permanently assigned each active Army unit under the provisions of AR 525–10. The first position of the code is the service designator ("W" for Army); for example,

W	ABC	AO
Army	179th Inf Bn	Co A

The following policies govern use of the UIC:

(1) UIC is used for unit identification in connection with all planned or actual unit movements and for reporting procedures.

(2) UIC is used for marking unit equipment, vehicles, and containers; for identification during movements; and for associated documentation.

ag. Unit Loading Plan. A plan for loading personnel, unit equipment, and/or impedimenta on transport equipment; for example, organic transportation, commercial, and/or military carrier

equipment. Unit loading plans are an integral part of the unit movement plan and form the basis of preparation of unit movement data.

ah. Unit Movement Data (UMD). A detailed statement and summary of movement requirements to include personnel strength, descriptions, quantity, dimensions, and weight (including loaded equipment) of vehicles and other outsize/overweight equipment, and quantity, weight, and cube of other TOE items and accompanying supplies.

ai. Unit Movement Officer. A unit officer (or senior NCO), designated by the commander, to prepare and maintain appropriate documentation, unit loading plans, etc., and to handle all other arrangements for a unit movement.

aj. Unit Movement Plan. A detailed description of required actions and up-to-date information needed to facilitate preparation for movement. A separate movement plan is normally prepared for a motor march, a rail and/or commercial motor movement, and an air movement. Unit movement plans include, in addition to UMD and load plans, organization for movement (requirements for and instructions to move staff, advance party, loading teams, etc.) and procedures at home stations, en route, and at destination including requirements for movement reports.

ak. Warning Order. As used in this manual, an order issued through command channels serving as an advance notice that an organization is to be moved. It usually is issued, as time permits, approximately 90 days in advance of the readiness date.

al. Yellow Disk TAT. Items which accompany troops aboard the same air or surface carrier and which must be accessible to them while en route from the home station to the oversea destination. Items normally include individual weapons, unit and personnel records, field desk, typewriters, etc.

am. Z Shipment. All unit equipment and supplies other than yellow disk TAT and red disk TAT which are required subsequent to arrival of unit at destination. Shipment of such equipment and supplies will be identified by a "Z" in the eleventh position of the TCN.

an. Port Call. Request from the loading agency for movement of supplies, personnel, or units from point of origin to loading area. For unit movement overseas it is issued by the appropriate MTMC commander or oversea major Army commander to reach the unit's home station not later than 15 days prior to the ESRD and PSRD. It will specify the date on which unit personnel and equipment must arrive at the port of embarkation.

CHAPTER 3

INITIAL MOVEMENT PREPARATIONS

3–1. Initial Preparations

a. The unit commander should commence preparations for moving his organization when he assumes command. In a unit that has been organized for a reasonable period of time, one of his first actions should be a thorough review of existing movement plans and standing operating procedures (SOP's). In a newly activated unit, he should prepare the movement plan and SOP. The advantage of this procedure is two fold: first, it enables the new commander to become familiar with the actions he must take to technically and administratively prepare his unit for movement. Secondly, it affords him an opportunity to analyze the plan and SOP, verify their conformance with the latest directives published by higher headquarters, and determine whether changes are required.

b. Each member of the command should be thoroughly familiar with the duties he will be required to perform when the unit is alerted for movement. The most effective means of insuring this state of readiness is the preparation and distribution of a unit movement SOP. The SOP should define the preparatory responsibilities of each subordinate element of the unit. It should be prepared so that the sections which pertain to specific subelements can be separated from the main body and distributed to affected supervisory personnel. Training inspections and readiness tests should include a check on the availability of these lists of responsibilities, the familiarity of key personnel with their contents, and the ability of members of subelements to perform prescribed duties.

c. To assist the unit commander to prepare for a movement and to insure the availability of a qualified substitute during the commander's absence, a unit movement officer is designated. This officer actively assists in the preparation of movement plans and SOP's. He frequently reviews plans to insure conformity with directives published by higher headquarters and to determine whether they meet requirements generated by changes in personnel, equipment, and technological advances in transportation equipment. He recommends changes to unit plans and SOP's when appropriate. He maintains liaison with higher headquarters and support activities on matters concerning unit movement. During the alert phase, he relieves the unit commander of as many of the preparatory duties as possible, especially those requiring the commander's absence from the unit area.

3–2. Preliminary Planning

a. The unit commander can eliminate costly delays and simplify what could otherwise be an extremely complex operation by formulating plans well in advance of a possible move and acquainting installation support facilities with the services, supplies, and equipment which he will require to prepare his unit for an oversea movement. A unit commander is required to maintain up-to-date unit movement data for the movement of his unit from its home station to an oversea area by surface or air transportation. These data are developed in accordance with FORSCOM Regulation 55–1, and the resulting unit movement data (UMD) listing and summary provide a detailed break-out of all movement requirements.

b. In addition to the movement data described above, a listing of the quantity and type of blocking, bracing, tiedown, handling, and marking material is required. Precise requirements for blocking and tiedown equipment for vehicles loaded on railcars may be determined by consulting the Association of American Railroads' "Rules Governing the Loading of Commodities on Open Top Cars." In addition to blocking and bracing devices, the following materials and equipment are usually required to prepare a unit for oversea movement:

Waterproof tape
Nails, all sizes
Plywood
Banding material, 5/8-inch and 1-1/4-inch
Waterproof paper
Stencil paper
Chains and padlocks for spare tires
Spray paint, aerosal cans—black, red, white, and yellow
Lead paste paint, black or white for stenciling baggage
Abrasive tools and/or material for removing old vehicle markings

Hammers
Carpenter's saw
Electric handsaw
Scale—minimum capacity, 1,000 pounds or greater
Forklift—minimum capacity, 2,000 pounds or greater
Stencil cutter, 1-inch
Banding device, four each

c. The configuration, quantity, and dimensions of equipment dictate the amount of materials required for preparing a unit for oversea movement. The unit commander should discuss his estimate of requirements with packing and crating specialists and qualified installation transportation personnel.

d. After requirements for material and equipment have been established, a check should be made to determine which items are authorized to be kept on hand in the unit and which will have to be drawn from supply agencies after receipt of the warning order. Requirements not authorized the unit under normal conditions should be noted and brought to the attention of the post engineer. This facilitates the procurement and issue of necessary supplies when they are required. Unit commanders are required to file copies of their movement plans and a list of equipment and material requirements with the support facilities involved in a unit move. This procedure enables the support facility to make provisions for the procurement and issue of essential materials with minimum delay.

e. Command and control during preparation for unit movement overseas depends upon maintaining effective communications. Communication is a particular problem during this period because the high volume of traffic associated with unit movement will saturate the normal installation telephone system while the unit's equipment is being packed for shipment. The dispersal and constant motion connected with such preparation requires some form of supplementary mobile communications. Therefore, it is necessary that provisions for adequate communications be made by the commander during the initial stages of preparation for unit movement. The unit commander or his designated communication-electronics (C-E) representative should coordinate with the next higher headquarters for the augmentation of equipment for the moving unit to establish its FM command net.

CHAPTER 4

THE UNIT MOVEMENT PLAN

4–1. Classification of Unit Equipment

a. After determining accurate unit movement data the next step the unit commander should take in formulating a loading plan is to determine from the unit table of organization and equipment (TOE) what equipment must be accessible to the troops at all times while en route from the home station to the oversea destination. This equipment is designated "Yellow Disk TAT" (to accompany troops) (category Y) for shipping purposes.

b. Equipment which must arrive at the oversea destination concurrently with the unit, but which is not required for unit use during movement, is designated "Red Disk TAT." Equipment and supplies essential to administration of the unit and maintenance of personnel upon arrival at the oversea destination make up this group (category R).

c. The third grouping of equipment is that which is required for the unit to perform its mission and other equipment not included in Yellow Disk TAT and Red Disk TAT. Normally, all unit vehicles and other mission type equipment fall in this category. This equipment is designated category Z.

4–2. Preparation of DA Form 2940–R (Unit Loading Inventory and Checklist (Worksheet))

Note. The data appearing on the forms illustrated in this chapter are examples of how entries may be made. Responsible commanders may require the inclusion of additional information; for example, the TOE line item number of each item of equipment.

a. After unit equipment has been separated into appropriate categories, a DA Form 2940–R is prepared for each category. Separate sheets are maintained for Yellow Disk TAT, Red Disk TAT, and category Z equipment (fig. 4–1).

b. Each package, or vehicle, is assigned a number by the unit commander. This number has an alphabetical prefix Z, R (red disk shipment), or Y (yellow disk shipment) indicating its category. (Vehicles, including those loaded with cargo or other vehicles, and CONEX (container express) cargo transporters are considered a single package or shipment unit. Equipment or impediment loaded on organic vehicles is not numbered. The combined vehicle and cargo is considered a single package for documentation purposes.) Package numbers are assigned in sequence, first to vehicles, followed by other Z packages, and then to remaining categories. The first package of each category is assigned in sequence to the preceding category. *Example:* When the last Z package is numbered Z012, the first of the following category will be R013. Packages are listed on DA Form 2940–R in numerical sequence. Refer to TB 55–46–1 for dimensions, weight, and cube of major items of equipment. DA Form 2940–R (fig 4–1A) (image size, 7 x 9 5/6 inches) will be reproduced locally, on paper size 8 x 10 1/2.

4–3. Preparation of DA Form 2942–R (Unit Train Loading Plan (Worksheet)) for Unit Equipment

a. The unit train loading plan, when completed, shows the proposed distribution of personnel and equipment on the railcars provided for the unit move. Space is provided for entering the type and length of each car. However, the availability of specific types of cars fluctuates. Consequently, when the plan is prepared far in advance, certain adjustments may be required at the time of movement. To keep adjustments in the plan to a minimum, the unit commander should consult with the installation transportation officer, or member of his staff, to determine as accurately as possible the type of cars that may be available for a move. This information is entered in the appropriate blocks of DA Form 2942–R as shown in figure 4–2.

b. After the heading of DA Form 2942–R has been completed and the type and length of car have been entered in the appropriate blocks, the packages listed on DA Form 2940–R (fig 4–1) may be distributed among the blocks representing railcars on DA Form 2942–R (fig 4–2A). The total weight of packages on each car is entered at the bottom of the block. When packages are loaded in the vehicles their identity for shipping documentation purposes is ended. Refer to appendix B before planning to load packages on vehicles.

c. When preparing the loading plan, the unit commander must consider the following facts:

UNIT LOADING INVENTORY AND CHECKLIST (WORKSHEET)

ORGANIZATION	STATION
HHD 234th Trans Bn (TML)	Fort Eustis, Virginia
TOE 55-116	DATE 27 March 1975

PACKAGE NO.	QUANTITY	DESCRIPTION	DIMENSIONS (L x W x H)	WEIGHT (LB)	CUBE (FEET)	SQUARE* (FEET)
Z001	1	Truck, utility, ¼-ton M151	131.8x63.3x52.5	2,350	253.5	57.9
Z002	1	Truck, utility, ¼-ton M151	131.8x63.3x52.5	2,350	253.5	57.9
Z003	1	Truck, utility, ¼-ton M151	131.8x63.3x52.5	2,350	253.5	57.9
Z004	1	Truck, utility, ¼-ton M151	131.8x63.3x52.5	2,350	253.5	57.9
Z005	1	Truck, utility, ¼-ton M151	131.8x63.3x52.5	2,350	253.5	57.9
Z006	1	Truck, utility, ¼-ton M151	131.8x63.3x52.5	2,350	253.5	57.9
Z007	1	Truck, utility, ¼-ton M151	131.8x63.3x52.5	2,350	253.5	57.9
Z008	1	Truck, cargo, 3/4-ton M37B1	185.5x75.3x64.5	5,660	521.4	97.0
Z009	1	Truck, cargo, 3/4-ton W/WN M37B1	190x75.3x64.5	5,800	534.9	99.5
Z010	1	Truck, cargo, 2½-ton M34	261.3x88x82	11,775	1091.2	159.6
Z011	1	Truck, cargo, 2½-ton W/WN M34	274.8x88x82	12,186	1147.5	167.4
Z012	1	Trailer, ¼-ton M416	108.5x61.5x44	580	169.9	46.3
Z013	1	Trailer, ¼-ton M416	108.5x61.5x44	580	169.9	46.3
Z014	1	Trailer, ¼-ton M416	108.5x61.5x44	580	169.9	46.3
Z015	1	Trailer, cargo, 3/4-ton M101	147x73.5x50	1,340	312.6	75.0
Z016	1	Trailer, cargo, 3/4-ton M101	147x73.5x50	1,340	312.6	75.0
Z017	1	Trailer, cargo, 1½-ton M105	166x83x55	2,440	438.5	95.4
Z018	1	CONEX, organic equipment	102x75x82.5	8,375	365.0	NA
Z019	1	CONEX, organic equipment	102x75x82.5	8,375	365.0	NA
Z020	1	BD, tent poles	72x24x24	250	24.0	NA
TOTALS						

*INCLUDE AMOUNT OF LOAD EXTENDING BEYOND VEHICLE DIMENSIONS.

DA FORM 2940-R, 1 Dec 1975 Supersedes DA Form 2940-R, dated 1 Mar 65.

Figure 4-1. DA Form 2940-R, listing unit category Z equipment to be shipped.

UNIT LOADING INVENTORY AND CHECKLIST (WORKSHEET)

ORGANIZATION	STATION
TOE	DATE

PACKAGE NO.	QUANTITY	DESCRIPTION	DIMENSIONS (L x W x H)	WEIGHT (LB)	CUBE (FEET)	SQUARE* (FEET)
TOTALS						

*INCLUDE AMOUNT OF LOAD EXTENDING BEYOND VEHICLE DIMENSIONS.

DA FORM 2940-R, 1 Dec 1975 Supersedes DA Form 2940-R, dated 1 Mar 65.

Figure 4-1A. DA Form 2940-R (Unit Loading Inventory and Checklist (Worksheet)).

UNIT TRAIN LOADING PLAN (WORKSHEET)

Organization	Station	Date
234th Transportation Bn (Terminal)	Fort Eustis, Virginia	27 March 1975

TOE	Train No.	Main No.	Loading Time
HHD TOE 55-116			

Type Car	Car No.	Type Car	Car No.	Type Car	Car No.	Type Car	Car No.
50'F	1	50'F	2	50'F	3	50'F	4
Unit	HHD	Unit	HHD	Unit	HHD	Unit	HHD
Z011 - 13,700 lb		Z010 - 13,060 lb		Z003 - 2,350 lb		Z009 - 5,800 lb	
Z001 - 2,350		Z020 - 150		Z004 - 2,350		Z016 - 1,340	
Z002 - 2,350		Z017 - 2,670		Z008 - 5,660		Z012 - 580	
Z019 - 8,375		Z018 - 8,375		Z015 - 1,340		Z005 - 2,350	
Total 26,775 lb		Total 24,255 lb		Z014 - 580		Z006 - 2,350	
				Z014 - 580		Z007 - 2,350	
				Total 12,860 lb		Total 14,770	
Type Car	Car No.	Type Car	Car No.	Type Car	Car No.	Type Car	Car No.
Unit		Unit		Unit		Unit	

Remarks:

Train number and loading time will be announced.

Possenger			Freight										Total
	Pullman					Gondolo		Flat					
Coach	Std	Taur	Baggage	Kitchen	Box	40'	50'	40'	42'	46'	50'	Speciol	
											4		4

DA FORM 2942-R, 1 Aug 68 Replaces edition of 1 Jul 67, which may be used.

Figure 4-2. DA Form 2942-R, showing distribution of unit equipment on railcars.

UNIT TRAIN LOADING PLAN (WORKSHEET)

Orgonizotion				Stotion			Date
TOE		Troin No.		Moin No.		Looding Time	
Type Car	Cor No.	Type Cor	Cor No.	Type Cor	Cor No.	Type Car	Cor No.
Unit		Unit		Unit		Unit	
Type Cor	Cor No.	Type Cor	Cor No.	Type Cor	Cor No.	Type Cor	Car No.
Unit		Unit		Unit		Unit	

Remarks:

Possenger			Freight										Total
	Pullman					Gondolo		Flat					
Cooch	Std	Tour	Boggoge	Kitchen	Box	40'	50'	40'	42'	46'	50'	Special	

DA FORM 2942-R, 1 Aug 68 Replaces edition of 1 Jul 67, which may be used.

Figure 4-2A. DA Form 2942-R (Unit Train Loading Plan (Worksheet)).

(1) Only one category of equipment (Z or Red Disk TAT) is loaded on a car.

(2) Approximately 4 feet should be deducted from the actual length of flatcars to allow for tiedown attachments and for brake wheel and grab bar clearance.

(3) Eighteen inches is allowed between vehicles for securing tiedown devices.

(4) Maximum loads can be obtained by distributing the heaviest items of equipment among as many cars as possible. The Government pays the freight charge for a minimum of 24,000 pounds per car whether this amount is shipped or not. When possible, planners should distribute cargo so that all cars are loaded with 24,00 pounds or more.

(5) When possible, trailers or other towed equipment should be coupled with a towing vehicle. This saves space, reduces the number of tiedowns, and reduces loading and unloading effort.

(6) Trailers will be piggybacked whenever possible. When the wheels of the inverted trailer exceed the height of the carrying vehicle in its reduced configuration, they will be removed and stowed on the carrying vehicle. Semitrailers will also be piggybacked whenever possible with the wheels of the inverted semitrailer removed and stowed on the carrying vehicle (app B).

(7) Seventy-two CONEX inserts can be loaded in a 40-foot boxcar, 90 in a 50-foot boxcar. When there are not sufficient inserts to completely fill a boxcar, remaining space may be used to stow tent poles and other odd-shaped equipment.

4–4. Preparation of DA Form 2942–R for Unit Personnel

DA Form 2942-R is made up for the loading of personnel in passenger cars. When possible, an officer is assigned to each car. Figure 4–3 illustrates DA Form 2942–R completed for passenger car loading. DA Form 2942-R will be reproduced locally, on paper size 8 x 10 1/2.

4–5. Movement by Organic Transportation

a. When a unit moves to a terminal for oversea movement in organic transportation; a DA Form 2941-R (Unit Vehicle Loading Plan (Worksheet)) is prepared (fig 4-4). This form shows the number of personnel that will ride in each vehicle. When packages are authorized to be transported in vehicles, the numbers of the packages are listed in the appropriate block of DA Form 2941-R. If the packages are to be unloaded from the vehicle at the terminal, this is noted in the remarks section of DA Form 2941–R. DA Form 2941–R, as shown in figure 4-4A, will be reproduced locally on 8- by 10 1/2-inch paper (image size, 7 x 9 5/6 inches).

b. Windshields will not be boxed and lights will not be taped unless directed by the terminal commander. Boxes and banding material for vehicle tools, mirrors, canvas, and bows must be carried on the vehicle when they are driven to the terminal.

UNIT TRAIN LOADING PLAN (WORKSHEET)

Organization	Station	Date
234th Transportation Bn (Terminal)	Fort Eustis, Virginia	27 March 1975

TOE	Train No.	Main No.	Loading Time
55-116 & 55-117			

Type Car	Car No.	Type Car	Car No.	Type Car	Car No.	Type Car	Car No.
Baggage	1	Sleeper	2	Sleeper	3	Sleeper	4
Unit		Unit		Unit		Unit	
HHD & 161st		HHD		HHD		161st	
		26		26		26	
Type Car	Car No.	Type Car	Car No.	Type Car	Car No.	Type Car	Car No.
Sleeper	5	Kitchen	6	Sleeper	7	Sleeper	8
Unit		Unit		Unit		Unit	
	26			26		26	

Remarks:

1 - Number of personnel per car appears in lower right corner of car block. In this block enter railroad company and last three digits of number of car assigned by the railroad when the information becomes available.

2 - Car No. 1 is loaded with personal baggage.

3 - Loading time, main number, and train number will be announced.

Passenger			Freight										Total
	Pullman					Gondola		Flat					
Coach	Std	Tour	Baggage	Kitchen	Box	40'	50'	40'	42'	46'	50'	Special	
	6		1	1									8

DA FORM 2942-R, 1 Aug 68 Replaces edition of 1 Jul 67, which may be used.

Figure 4–3. DA Form 2942-R, showing distribution of personnel in passenger cars.

UNIT VEHICLE LOADING PLAN (WORKSHEET)

ORGANIZATION HHD 234th Trans Bn (Terminal)	STATION Fort Eustis, Virginia
LOADING POINT Fort Eustis, Virginia (Unit Motor Pool)	DATE 27 March 1975
TOE 55-116	LOADING TIME To be announced

TYPE: ¼-T trk NO. 1	TYPE: ¼-T tlr NO. 2	TYPE: ¼-T trk NO. 3	TYPE: ¼-T tlr NO. 4	TYPE: ¼-T trk NO. 5	TYPE: ¼-T tlr NO. 6	TYPE: ¼-T trk NO. 7
2 personnel Z001	Z012	2 personnel Z002	Z013	2 personnel Z003	Z014	2 personnel Z004
TYPE: 2½-T trk NO. 8	TYPE: 1½-T tlr NO. 9	TYPE: 2½-T trk NO. 10	TYPE: 3/4-T trk NO. 11	TYPE: 3/4-T tlr NO. 13	TYPE: 3/4-T trk NO. 14	TYPE: 3/4-T tlr NO. 15
2 personnel Z010	Z017	2 personnel Z011	2 personnel Z008	Z015	2 personnel Z009	Z016
TYPE: ¼-T trk NO. 16	TYPE: ¼-T trk NO. 17	TYPE: ¼-T trk NO. 18	TYPE: Bus NO. 19	TYPE: NO.	TYPE: NO.	TYPE: NO.
2 personnel Z005	2 personnel Z006	2 personnel Z007	27 personnel TMP vehicle			
TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.
TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.

REMARKS:

1. Number in line above block indicates position in convoy.
2. Z number is package or shipping unit number.
3. All vehicles carry windshield box and tape for covering lights for installation at point of embarkation.

DA FORM 2941-R, 1 Mar 65

Note: The entries appearing on the illustrated form are for general guidance. Responsible commanders may require that additional data be included or other modifications be made.

Figure 4–4. DA Form 2941–R, showing distribution of personnel in vehicles and vehicles' positions in column.

UNIT VEHICLE LOADING PLAN (WORKSHEET)

ORGANIZATION				STATION		
LOADING POINT				DATE		
TOE				LOADING TIME		
TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.
TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.
TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.
TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.
TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.	TYPE: NO.
REMARKS:						

DA FORM 2941-R, 1 Mar 65

Figure 4-4A. DA Form 2941-R (Unit Vehicle Loading Plan (Worksheet)).

CHAPTER 5

PREPARATORY ACTION DURING TRAINING STAGE

5–1. Preparation for Oversea Movement Planning

The number of actions the unit commander must complete prior to the effective date of the movement order makes it essential that plans for their accomplishment be developed during the training stage. The list of actions described in chapter 6 may be used as a guide by the unit commander in formulating his preparation for oversea movement (POM) plan. It should be noted that many of the actions listed are not peculiar to an alert situation but should be performed during the normal administration of a unit. If kept current, requirements need only to be verified upon receipt of the warning order. Before publishing his plan in final form, the unit commander should coordinate it with higher headquarters and the support facilities affected by the movement of his unit.

5–2. Preparation for Oversea Movement Chart

The preparatory actions performed simultaneously by various unit elements make it difficult for the commander to determine, without a progress indicator, the POM status of his unit. A chart is a means of graphically recording POM progress and maintaining this information for ready reference. This chart may reflect personnel preparations or processing of equipment. The sample chart shown as figure 5–1 may be used as a guide when preparing a POM personnel chart. Commanders may make modifications to meet unit requirements. A similar chart may be maintained to show the progress being made in the preparation of unit equipment for shipment.

POR/POM PROGRESS CHART

NAME	Identification Tags (2)	Identification Card (DD Form 2A)	Immunizations (DD Form 737)	Weapon Qualification (Date)	CBR and Nuclear Training	Gas Chamber (Date)	Code of Conduct Training	Oversea Orientation	Security Orientation	Personal Affairs Orientation	Clothing, Equipment, and Baggage	Preembarkation Leave			Remarks
ADAMS, J.	X	X	X	X	X	X	X	X	X						
ALBERT, M.	X	X	X		X	X	X	X	X			X			
BART, L. M.	X	X		X	X	X	X	X	X			X			
BARTON, C.	X	X	X		X	X	X		X						
BOLES, D.	X	X	X	X	X	X	X	X	X			X			
CHASE, A.	X	X	X		X	X	X		X			X			
COLE, L. M.	X	X	X	X	X	X	X	X	X			X			
CORE, C. H.	X	X		X	X	X		X				X			
DANT, R. M.	X	X	X	X	X		X	X	X			X			
ERAN, T. R.	X	X	X	X	X	X	X	X	X			X			
EVERS, R.	X	X		X	X	X	X	X	X			X			
GORE, M. O.	X	X	X		X	X	X	X	X			X			

Figure 5–1. POM progress chart.

CHAPTER 6

THE ALERT STAGE

6–1. Alert Stage Procedures

Receipt of the warning order signals the beginning of the alert stage; normally, at this time personnel and supply actions required to prepare the unit for its mission are initiated. These actions are discussed in *a* through *h* below.

a. Briefing Key Personnel. Upon receipt of a warning order. the unit commander should assemble key personnel and, within security limitations, brief them on the situation. At this time, the unit preparation for oversea movement (POM) standing operating procedure should be reviewed and questions concerning the preparatory responsibilities of officers and noncommissioned officers resolved. Since a showdown inspection of unit equipment will be required upon receipt of the warning order, a schedule for this action may be developed at this meeting.

b. Alert Briefing of Unit. Immediately following the briefing of key personnel, the remainder of the unit should be informed of the situation. By briefing the troops as early in the alert stage as possible, more time is available for solution of the numerous personal problems generated by an oversea movement. Morale will be strengthened by the timely dissemination of information because this will curtail the circulation of unfounded rumors. (See appendix C for sample security orientation lesson plans.)

c. Oversea Orientation (AR 220–10). When a unit is moving to an unclassified oversea destination, the unit commander will present the oversea orientation required by paragraph 1–15*e*, AR 360–81. It will be presented prior to departure of the unit from home or mobilization station. On unit moves to a classified destination, the unit commander will conduct the orientation for all personnel (regardless of clearance) following departure from home station. Unit personnel will be advised that the destination is a classified one until officially released by the appropriate authority.

d. Showdown Inspection. Upon receipt of a warning order, a showdown inspection will be required. DA Form 413 (POM Equipment Status Record), or other appropriate checklist, may be used to show the status of unit equipment with the exception of items of organizational clothing and equipment authorized by CTA 50–900 and individual clothing authorized by AR 700–84. Though the status of clothing and equipment authorized the individual is not reflected on DA Form 413, it is essential that these items be included in the inspection and that supervisory personnel take vigorous followup action to insure replacement of shortages and articles not POM qualified.

e. Requisitioning Shortages. Shortages of table of organization and equipment (TOE) equipment, supplies (including cleaning and preserving materials), organizational repair parts, expendable tools and equipment, and technical and supply manuals which have not been previously requisitioned should be requisitioned. Personnel with shortages of clothing required by AR 700–84 should be checked on a continuing basis to insure purchase of missing items.

f. Coordination. The unit movement officer is dispatched to the installation transportation officer to coordinate the move. Liaison should also be established with the post engineer to insure the availability of blocking and bracing material upon receipt of the movement order.

g. Supplies. A check of unit marking and packing materials is performed (para 3–2 *b*). Items authorized but not on hand should be procured. Supply sources should be asked about the availability of items that cannot be drawn until after receipt of the movement order.

h. Personnel Roster. Rosters of unit personnel should be brought up to date and a copy forwarded to the custodian of unit medical records with a request that immunizations be checked and a schedule prepared for individuals requiring immunizations and/or physical examinations (AR 612–2 and AR 40–562).

6–2. Action Upon Receipt of Movement Order

The preparatory actions outlined in this chapter are accomplished prior to the effective date of the movement order. As mentioned in the previous chapter, many of these requirements are performed routinely during the training stage and, if maintained current, require only verification upon receipt of the movement order. Because many actions can be performed simultaneously and local conditions dictate priority of actions, the sequence in which they are listed in this text is not

necessarily the order in which they should be performed. The movement directive normally is received approximately 90 days before the effective date of the move. This document provides authority to initiate supply, personnel, and administrative procedures required by the move and not authorized by the warning order. The time and effort expended in accomplishing these actions are influenced by the state of preparedness attained by the unit during the training stage. After receipt of the movement order, the unit commander should proceed as follows:

a. Conduct a showdown inspection of organizational equipment and replace shortages and unserviceable items that have developed since the inspection conducted upon receipt of the warning order. Additional inspections should be scheduled at intervals during the alert stage to detect any change in the status of equipment. Experience has proved that attaining POM status of individual clothing requires intensive effort. Noncommissioned officers can provide invaluable assistance in this area by conducting inspection of personnel under their supervision and insuring that individuals with clothing shortages procure the required items.

b. Arrange for the turn-in of organizational equipment not authorized by the movement directive and arrange for the issue of equipment prescribed by the movement directive but normally not retained on hand. (Refer to AR 220–10 for the list of minimum essential equipment.)

c. Adjust the movement plan to reflect any charges in equipment dictated by the movement directive.

d. Draw the prescribed blocking, bracing, and tiedown materials for securing vehicles and equipment on railcars.

e. Draw CONEX transporters; container inserts; pallets; crating, banding, and packaging tools; and marking material required for preparation of the unit for oversea movement.

f. Commence packing organizational equipment and processing vehicles for oversea shipment.

g. Conduct an orientation for oversea duty in accordance with AR 360–81 and a personal affairs lecture (para 7–1 and 7–2).

h. Instruct the unit personnel officer to prepare a roster of individuals who are not eligible for oversea duty (para 7–4 and AR 220–10).

i. Establish a leave schedule. Personnel of units being deployed to oversea areas on unaccompanied tours are given the opportunity to take ordinary leave in accordance with AR 630–5. This policy allows personnel to relocate dependents, settle personal affairs, and dispose of vehicles; furthermore, it is an excellent morale factor.

j. Close out unit fund account (para 8–2).

k. Make disposition of nonappropriated fund property (para 8–1 and AR 220–10).

l. Appoint a personal affairs officer (AR 220–10).

m. Submit request to hospital commander for required immunization of personnel (AR 40–562) and physical examinations when appropriate.

n. Request hospital commander to screen hospitalized personnel to determine who will accompany unit overseas.

o. Make disposition of classified documents not required by unit after departure from home station.

CHAPTER 7

PERSONNEL

7–1. Personal Affairs Briefing

The preparation of unit personnel is one of the most important and involved tasks the commander encounters in preparing his unit for oversea movement. A properly trained and equipped soldier is assumed to be militarily ready to move overseas with his unit. However, unless personal and family problems, frequently aggravated or generated by the move, have been resolved, his effectiveness as a team member is impaired. By briefing the members of his unit on courses of action which they may take to avoid financial problems, loss of property, and legal entanglements, future complications may be avoided and unit morale enhanced. Before presenting a personal affairs briefing, the commander should familiarize himself with the problems common to military personnel and possible solutions. DA Pamphlet 360-524 and AR 612-2 contain material appropriate for inclusion in the briefing; however, this material should be buttressed by the commander's experience in advising personnel on personal problems. Since individual problems normally cannot be properly treated during the briefing, personnel requiring special guidance should be directed to the personal affairs officer. Some of the problems most frequently encountered and procedures for averting them are discussed below.

a. Disposition of Vehicles, Boats, and Trailers. Private vehicles, boats, and trailers registered on the post should be disposed of by one of the following methods:

(1) Placing custody of the vehicle, boat, or trailer, with a dependent or other responsible individual. When this procedure is followed, the owner should be directed to the legal assistance officer for advice in executing a proper power of attorney.

(2) Placing vehicle, boat, or trailer in a storage area designated by the installation commander. The owner of a vehicle left in a storage area should be encouraged to designate a person by special power of attorney to recover the vehicle as soon as possible after his departure.

(3) When time does not permit the procedures outlined above, the vehicle keys and power of attorney should be deposited with a custodian designated by the installation commander.

b. Financial Agreements. When a lien is recorded on the title of a vehicle, boat, or trailer, the owner should consult the legal assistance officer before making disposition of the property. Any agreement with a bank, finance company, or other organization to which a balance is due should be stated in writing and reviewed by the legal assistance officer before being signed.

c. Packing Personal Property. Personal property of individuals living in barracks which is not required or authorized in oversea areas, should be packed by the owner in a container suitable for shipment and labeled "Property of (grade), (name), and (social security number (SSN))." An address label (DA Label 18) indicating the name and address of the person to whom the container is to be sent should be attached on the outside of the container. After being packed, containers should be consolidated in a secure area until picked up by the installation transportation officer.

d. Putting Personal Affairs in Order. Personnel should be informed of the identity of the unit personal affairs officer and advised that he is available to provide assistance in putting their personal affairs in order. Personal affairs officers should refer personnel to the legal assistance officer for counseling and necessary legal documents, such as a will and power of attorney.

7–2. Dependents Assistance Officer

A dependents assistance officer can relieve the unit commander of time-consuming details involving dependents caused by the unit's displacement to an oversea area. A dependents assistance officer is usually appointed from the staff of the command exercising control over the moving unit. When a battalion or higher headquarters moves with subordinate units, the dependents assistance officer may be furnished by the moving headquarters. The responsibilities of the dependents assistance officer normally include, but are not limited to, the following:

(1) Providing dependents with necessary copies of sponsor's orders for travel and shipment and/or storage of household goods.

(2) Advising dependents of member's entitlements for their travel and shipment or storage of household goods. Also advising of the necessity for sponsor to leave a power of attorney

or a letter of authorization if dependent will make arrangements for shipment or storage of household goods.

(3) Directing dependents to the legal assistance officer when legal problems are involved or powers of attorney are required.

(4) Providing information to appointed attorneys-in-fact regarding pickup of vehicles, boats, and trailers in temporary storage.

(5) Advising dependents requiring assistance of the services available from the Red Cross and Army Emergency Relief.

(6) Informing dependents and service members of the services provided by the Army Community Service (ACS) Program.

Note. Prior to the relocation of dependents, unit commanders will advise service members of the facilities and functions available to the dependents through the ACS Program (AR 608-1). If practical, and with service member's consent, local ACS officers should furnish the following to the ACS officers at the military installation nearest the dependents' residences.

(1) Statement describing service member's assignment overseas.

(2) Name, address, and telephone number of service member's dependents.

(3) Statement of any unusual problems confronting dependents.

7–3. Postal Instructions

a. The Army Post Office (APO) number of the oversea destination is furnished by the oversea commander to the home station commander in accordance with AR 220-10. The unit uses this APO as the return address on all correspondence after arrival at the oversea replacement stations. Code names, unit identification code, movement codes, shipment designators, oversea replacement stations, or geographic addresses outside the continental United States (CONUS) are not used for a mailing address.

b. Approximately 1 week prior to the unit's expected departure from the home or mobilization station, the unit commander requires each individual who is scheduled to deploy to complete a DA Form 3955 (Change of Address and Directory Record), for each of the individual's correspondents and publishers, plus one for the installation commander (postal locator). The completed DA Forms 3955 are not mailed before departure from the home or mobilization station. The unit commander destroys the DA Forms 3955 of personnel who do not deploy with the unit.

c. If, after arrival at the oversea destination, the APO should be changed, the commander insures that all interested stations and individuals are notified.

d. When a unit oversea destination is classified, the unit commander takes appropriate action to preclude the dispatching of communications while en route to the oversea replacement station. See paragraph 9-2 for additional instructions on censorship.

e. Dependents should be instructed to contact the installation dependents assistance officer or community service center officer for help after departure of the unit.

7–4. Personnel Screening

a. When alerted for a move, the unit commander should direct the personnel officer to screen personnel records and determine which individuals are not eligible to move with the unit and those who must be recalled from temporary or special duty to accompany the unit overseas. (The criteria listed below supplements that contained in AR 612-2, AR 614-6, AR 614-30, AR 614-75, and AR 614-200 for personnel screening of units moving overseas. Additional criteria may be specified in the warning order, movment directive, or separate instructions (AR 220-10).;

b. Table 7-1 lists personnel to be cleared from units.

c. Personnel in the categories listed below will not be cleared and will be deployed with their units. (Requests for deferment will be processed in accordance with AR 614-30.) (AR 220-10.)

Table 7-1. Personnel to be Cleared from Units

PERSONNEL TO BE CLEARED FROM DEPLOYING UNITS		
Line	A	B
	If personnel are	they will be cleared from units
1	unauthorized absentees (AWOL)	24 hours prior to unit's departure from home station.[a]
2	not qualified to perform in their PMOS, SMOS, or DMOS	as early as possible.
3	not physically qualified for service in the unit's destination area	as early as possible.
4	awaiting administrative discharge (board action approved and discharge authorized)	as early as possible and not later than 24 hours prior to unit's departure from home station.
5	in excess of authorized strength	as early as possible prior to unit's departure.

Table 7–1. Personnel to be Cleared from Units—Continued

PERSONNEL TO BE CLEARED FROM DEPLOYING UNITS		
Line	A	B
	If personnel are	they will be cleared from units
6	enlisted members who have not reached the age of 18 years, and unit is to be deployed to a hostile fire zone, or enlisted members of the National Guard who enlisted without the consent of their parents, who have not reached the age of 18 years, and who have not obtained the written consent of their parents or guardians for oversea service.	prior to unit's departure from home station.
7	absent in the hands of civil authorities awaiting disposition of charges	immediately prior to unit's departure from home station.
8	in confinement serving a special or summary court-martial sentence	24 hours prior to unit's departure from home station[b]
9	awaiting trial by general court-martial, or in confinement serving a general court-martial sentence	24 hours prior to unit's departure from home station.
10	OCS applicants awaiting final decision on their application; OCS selectees; or individuals with pending or approved applications for warrant officer rank or a direct commission	prior to unit's departure from home station[c]
11	applicants for temporary deferment under chapter 3, AR 614-30, or compassionate reassignment under provisions of AR 614-100 and AR 614-200	prior to unit's departure from home station[d]
12	not eligible for PCS movement because of the fiscal year PCS limitations established in AR 614-6	prior to the unit's departure from home station unless a DA exception to the fiscal year limitation is approved.

a. Subsequent absentees will be cleared on the date of embarkation (AR 630—10).
b. In each case, the officer exercising special court-martial jurisdiction will determine whether to suspend or remit the unexecuted confinement and return the individual to the unit.
c. See paragraph 3—4*a* (15)(*h*), AR 351—5, for guidance concerning Officer Candidate School (OCS) applicants who fail to qualify.
d. Such individuals will be retained at the home station pending decision on their applications.

(1) Individuals attending Army service schools or civilian schools on temporary duty. They may, however, at the discretion of the division or separate unit commander and subject to approval of the major Army commander, complete the course and join the unit in the destination area. (See para 3-5, AR 220-10, for procedures for processing personnel attending school.)

(2) Personnel who have submitted an application for dependency or hardship discharge and whose application does not fall within the conditions indicated in chapter 6, AR 635-200.

(3) Enlisted personnel being processed for inefficiency or inaptitude whose cases have not been referred for approval by general court-martial authority or whose cases have been disapproved (AR 635-series).

d. When units are deploying on a permanent change of station (PCS), branch clearance will be obtained for enlisted personnel in grades E-6 and above. Requests for clearance will be addressed to HQ DA (DAPC-EPC) appropriate career branch (identified in table 1-1, AR 614-200), Hoffman Building, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

7–5. Unit Roster (AR 220–10)

Prior to embarkation, the unit commander will prepare a roster listing each member of each element of the unit being moved. The roster will be headed by the organizational designation code of each element and the unit identification code.

7–6. Payment of Personnel (AR 220–10)

Commanders will insure prompt payment of troops moving overseas. Personnel desiring payment before departure from home or mobilization station will be paid in accordance with procedures in AR 37-104-3.

CHAPTER 8

UNIT FUND AND NONAPPROPRIATED FUND PROPERTY

8–1. Disposition of Nonappropriated Fund Property

a. The disposition of nonappropriated fund property can be facilitated by preparing in advance and keeping current DA Form 1759 (Property/Merchandise Inventory) indicating thereon the proposed disposition of each item listed; for example, to accompany troops (TAT), transfer to storage or to Central Post Fund (CPF), etc.

b. Property purchased with unit funds and donated property may be shipped with the unit to oversea stations as provided in AR 220–10.

c. When it is planned to turn in nonappropriated military fund property to the CPF or transfer or sell it to other nonappropriated funds at the same installation upon receipt of movement orders, a letter, directed to the custodian of CPF, may be prepared in advance requesting approval of the action. This letter should cite paragraph 3–20*d* (1), AR 230–1, as authority for the transfer of the property. The signature block and date should be left blank for completion when movement is ordered. If the move is for temporary deployment, interim transfer should be indicated. A sample format is shown in appendix D.

d. Trophies, mementos, and similar items may be turned over to the home or mobilization station commander or shipped to storage. Storage shipment will be addressed as follows:

Commander
New Cumberland Army Dept
ATTN: Consolidated Property Account
New Cumberland, Pennsylvania 17070

Trophies may be reshipped from storage to the organization's assigned station, if the unit commander later determines that their use will enhance the morale or welfare of personnel or the unit's esprit de corps.

e. When CPF or Special Services property is discovered to be lost, damaged, or destroyed after receipt of the movement order, the unit commander should prepare a request for droppage, covering the missing or damaged property. This request usually is prepared in letter form and forwarded through channels to the installation commander. The request for droppage should include—

(1) List of items, quality, unit of measure, and cost.

(2) Date and circumstances surrounding the loss, damage, or destruction of the property.

8–2. Unit Fund Assets

a. Before departing on an oversea movement, it is required that the unit fund be closed out in accordance with AR 230–1. This action is greatly simplified if all fund records, basic and supplemental, are maintained on a current basis.

b. Further advantage can be attained when closing out the fund in preparation for an oversea movement by deciding prior to an alert notification what disposition will be made of subscriptions to periodicals and newspapers. After this decision has been made, undated and unauthenticated letters should be prepared and kept current, directing the publishers and/or agencies to take one of the following actions—

(1) Cancel subscriptions as of a selected date.

(2) Hold all issues from a selected date for delivery to a new address.

(3) Transfer subscriptions to another nonappropriated welfare fund (a selected unit fund or the Central Post Welfare Fund). If this method is used, a copy of the letter should be furnished the gaining fund.

c. Nonappropriated funds, other than amounts converted into United States Government securities and securities issued by Federal Government agencies as indicated in AR 230–1, except for a reasonable amount of cash, should be converted into United States Treasury checks. Custodians of funds may present only cash and/or cashier's or certified checks to Army disbursing officers for this purpose. Treasury checks may be requested in any convenient sum of money, but not more than 10 in number may be requested or issued. United States Government securities are deposited with the Department of the Treasury (Division of Securities), Washington, D. C., for safekeeping, and the receipt is filed with the fund records. Securities of Federal Government agencies are placed in safekeeping with a bank located in the city where the securities are purchased (AR 230–1 and AR 220–10). Appendix E contains a sample request for closing statement.

CHAPTER 9

SECURITY AND CLASSIFIED MOVEMENTS

9–1. Security Orientation and Safeguards

a. A thorough security indoctrination of all personnel involved in a classified move should be conducted as soon as possible after receipt of the warning order. Discussions by the unit commander with authorized personnel of his unit should stress the importance of safeguarding movement information. All personnel should be briefed as to what may be disclosed without revealing classified information. Informative briefings help to discourage rumors and speculation concerning a move. A cover plan may be necessary to properly secure sensitive information concerning some classified movements. If this is necessary, the selected cover story may be disseminated to personnel who do not have a need to know the actual purpose of the move during the initial briefing stages. A sample security lesson plan is included as appendix C.

b. Restricted areas should be established around operations, communications, equipment, and assembly areas and other areas as appropriate with safeguards established to prevent unauthorized entry. Properly identified representatives of organizations performing services for the morale and welfare of the troops may be granted access within the discretion of the responsible commander. Private vendors, solicitors, or vendor organizations not within the foregoing category normally are denied access to the unit area, unless within the discretion of the responsible commander, such denial would pointedly indicate a classified movement.

c. Unit commanders should be advised by the staff intelligence officer about what restrictions are to be placed on privately owned cameras. When directed by competent authority, cameras in possession of unit personnel may be temporarily impounded.

d. Personnel should be informed of the specific actions they must take to prevent disclosure of unit identification (para 9–2).

9–2. Censorship

a. All personnel involved in a classified move should be advised of the possibility that censorship may be established. When censorship is established, the unit commander and designated censors perform the duties outlined in AR 380–200.

b. Censorship is usually considered in effect when the unit receives a movement order which will send them through a port of embarkation where censorship is already in effect. Communications written by personnel en route to such a port are examined in accordance with censorship regulations and local guidance.

9–3. Security Clearances

a. To avoid last minute administrative processing of required clearance forms after receipt of a movement order, security clearances should be obtained for key personnel during the training phase. The following listed unit personnel normally require a SECRET security clearance:

All unit officers
First sergeant
Noncommissioned training officers
Supply sergeant
Company clerk
Information and education specialist
Communications personnel as determined by unit commander and actual military occupational specialty (MOS) duties

b. The above are minimum requirements for most units and should not be considered as precluding clearances for other personnel who are justified by the commander concerned.

9–4. Restricted Assignment Personnel

Personnel records should be screened and those records indicating assignment limitations such as security risks, aliens, etc., should be reviewed and reassignments made in accordance with the nature of the move.

9–5. Identification Markings (AR 220–10)

a. When a classified move is ordered, the movement directive may prohibit the use of tactical markings or other identifying devices on any item of equipment, unless specifically prescribed. When prescribed, these markings must contain nothing that indicates unit designation.

b. It may be required that prior to departure from stations, all Army, major command, and unit organizational designations, insignia, badges, etc., be removed or effectively obliterated from all classes of individual and organizational uniforms, clothing, baggage, property, and equipment that will be taken by the unit which is not securely packed in sealed CONEX (container express) cargo transporters or similar containers.

9–6. Classified Documents, Material, and Cryptographic Material

a. Classified files not essential to the future operation of the unit should be disposed of through coordination with the next higher headquarters. Disposition of classified documents upon receipt of movement orders can be facilitated by earmarking them according to proposed action; for example, destruction, transfer to higher headquarters, or movement with unit.

b. Units holding serial cryptographic material must, upon receipt of warning order, advise the Commanding General, US Army Communications Command, ATTN: Communications Security Directorate, Arlington Hall Station, Arlington, Virginia 22212, of the movement and destination and request instructions be furnished for the disposition of all serial cryptographic material held.

c. Movement of classified cargo shall be in accordance with the provisions of AR 380–5 and AR 380–55.

CHAPTER 10

PACKING AND MARKING

10–1. Preparation for Packing and Marking

With the exception of expendable supplies, unit equipment is not usually packed until the movement order has been received. However, the period between receipt of the warning order and publication of the movement order may be profitably employed in completing as many preparatory actions as possible. The following actions are recommended:

a. The unit commander should designate a centrally located area for packing and crating operations. By organizing all packing activities in one area, closer supervision can be provided than when operations are dispersed. Further, when pooled, personnel, tools, and equipment can be expeditiously transferred from one packing task to another as priorities or workload dictate, thus efficiently utilizing available resources. (The installation transportation officer (ITO) should be informed of the location of the packing area.)

b. The unit packing team(s) should be assembled and given final instructions. The number of teams and their composition are determined by the quantity and configuration of unit equipment and time available. A typical team may be organized as follows:

Officer in charge
Noncommissioned officer in charge
Forklift operator
Typist
Six enlisted men

c. Materials commonly used in packing and crating are listed in paragraph 3–2 *b*.

10–2. Personal Baggage

a. Personal baggage is divided into two categories: Red Disk TAT (to accompany troops) baggage which the individual does not have access to while en route, Yellow Disk TAT baggage which the individual carries and will be accessible while in transit. Baggage separated from individuals (Red Disk TAT) is packed in CONEX (container express) inserts and sealed in CONEX transporters if available and authorized. (Plan on eight duffel bags to an insert.) When CONEX transporters are not available, CONEX inserts only may be used to package Red Disk TAT baggage. Under such circumstances. baggage containers should be stowed in a secure place on the vessel to preclude damage or pilferage. The containers of personal baggage are marked in the same manner as other Red Disk TAT packages.

b. The duffel bag carried by the individual should contain the items of clothing which he will require en route. In addition, the cargo pack may be authorized as hand baggage and used as a container for toilet articles and other items to which frequent access will be required. The weight of these two bags should not exceed the capability of the soldier to carry them a reasonable distance and load and unload them from ships and trains. Baggage carried by the individual is stenciled, using lead paste paint, with the individual's name (first name, middle initial, and last name), grade, social security number (SSN), unit identity code (UIC), and when applicable, the unit project code (UPC) (fig 10–1). Hand baggage is not given a package number. However, when other baggage is consolidated in a container, the container is given a package number.

c. The unit commander will insure that personal baggage of the unit does not contain flammables or explosives of any nature, classified material, or material related to a classified movement. Lighters, lighter fluid, and matches will be in the personal possession of individuals.

10–3. Unit Equipment

a. Yellow Disk TAT equipment, equipment which must be accessible during the move, is normally carried aboard the conveyance by unit personnel. When containers are required for this equipment, they should be of the lightest possible weight consistent with the amount of protection required. Since Yellow Disk TAT equipment usually is required for the routine operation of a unit, it should be the last thing packed.

b. Unit Yellow Disk TAT equipment usually consists of typewriter, field desk, field safe, classified cryptographic equipment, and cabinets for personnel records.

c. Red Disk TAT packages are marked on two sides and one end for shipment (fig 10–2). The letters "TAT" in black are superimposed on a red disk the diameter of which must be at least 3 inches. Yellow Disk TAT packages are similarly marked with a yellow disk also having a minimum

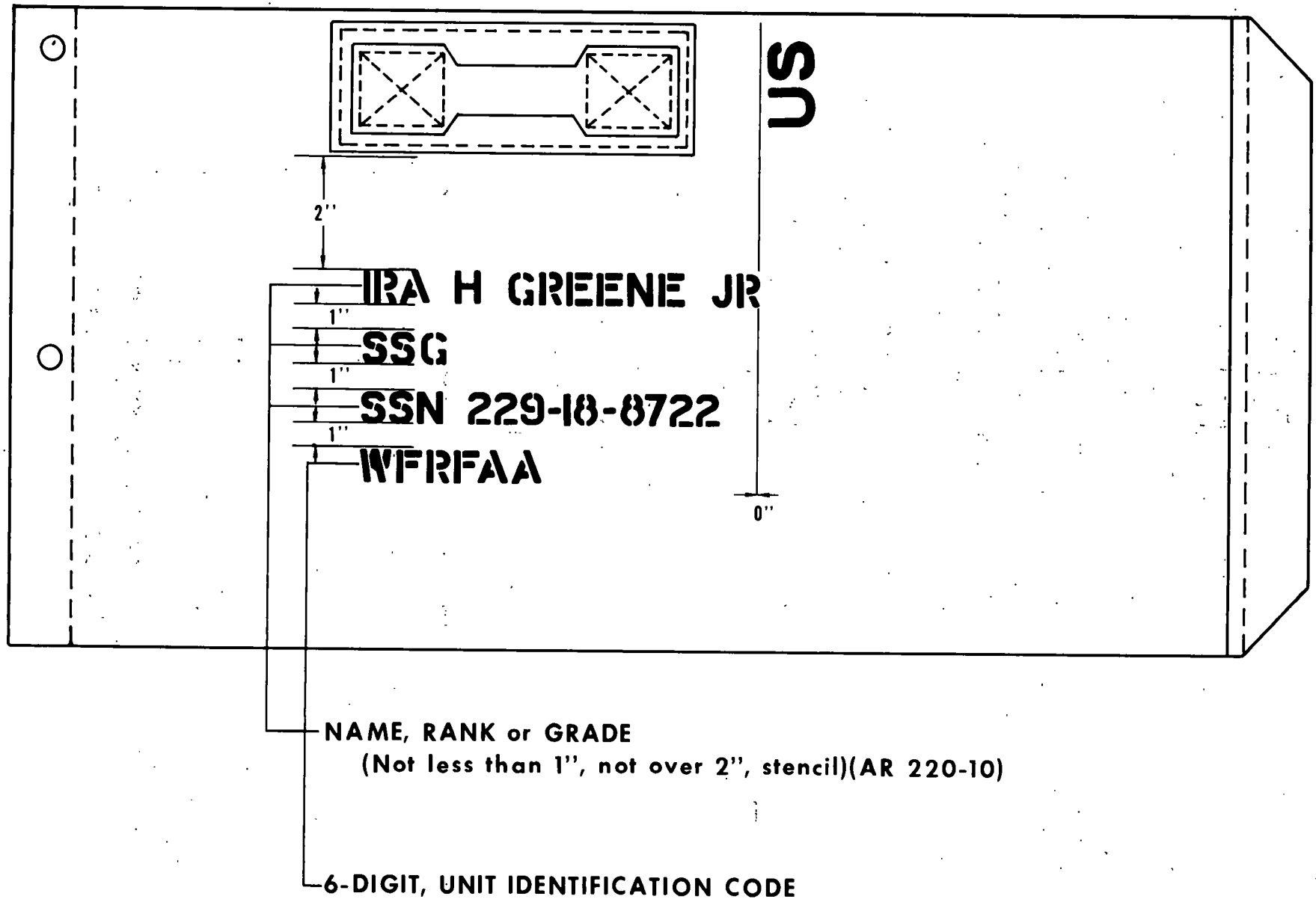


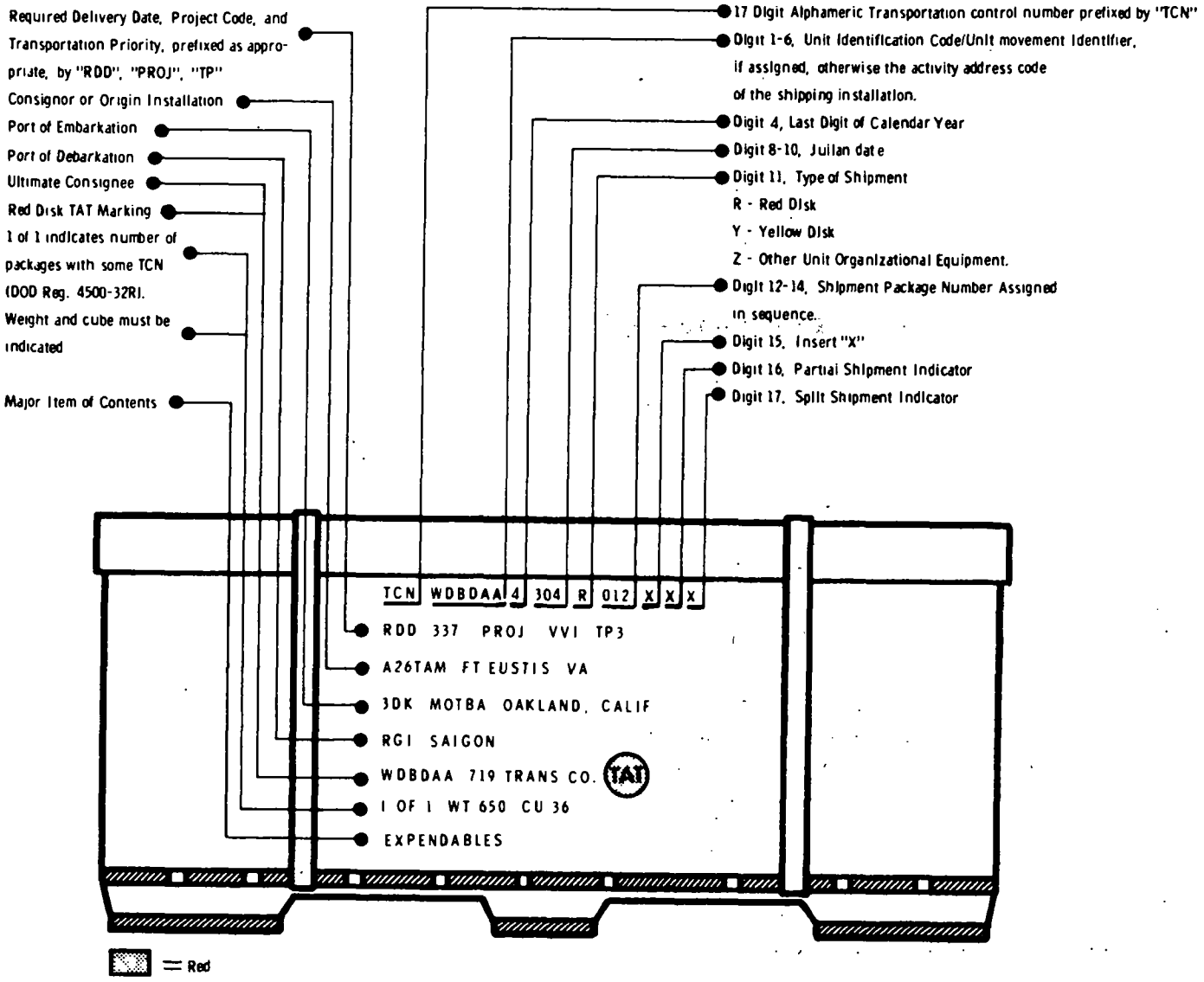
Figure 10-1. Personal baggage marked for unit movement.

diameter of 3 inches. "TAT" in black is superimposed on the yellow disk.

Note. A minimum height of 1 inch is recommended for TAT marking. No domestic terminal address marking is required on Yellow Disk TAT packages or personal baggage because these items accompany the unit from its home station.

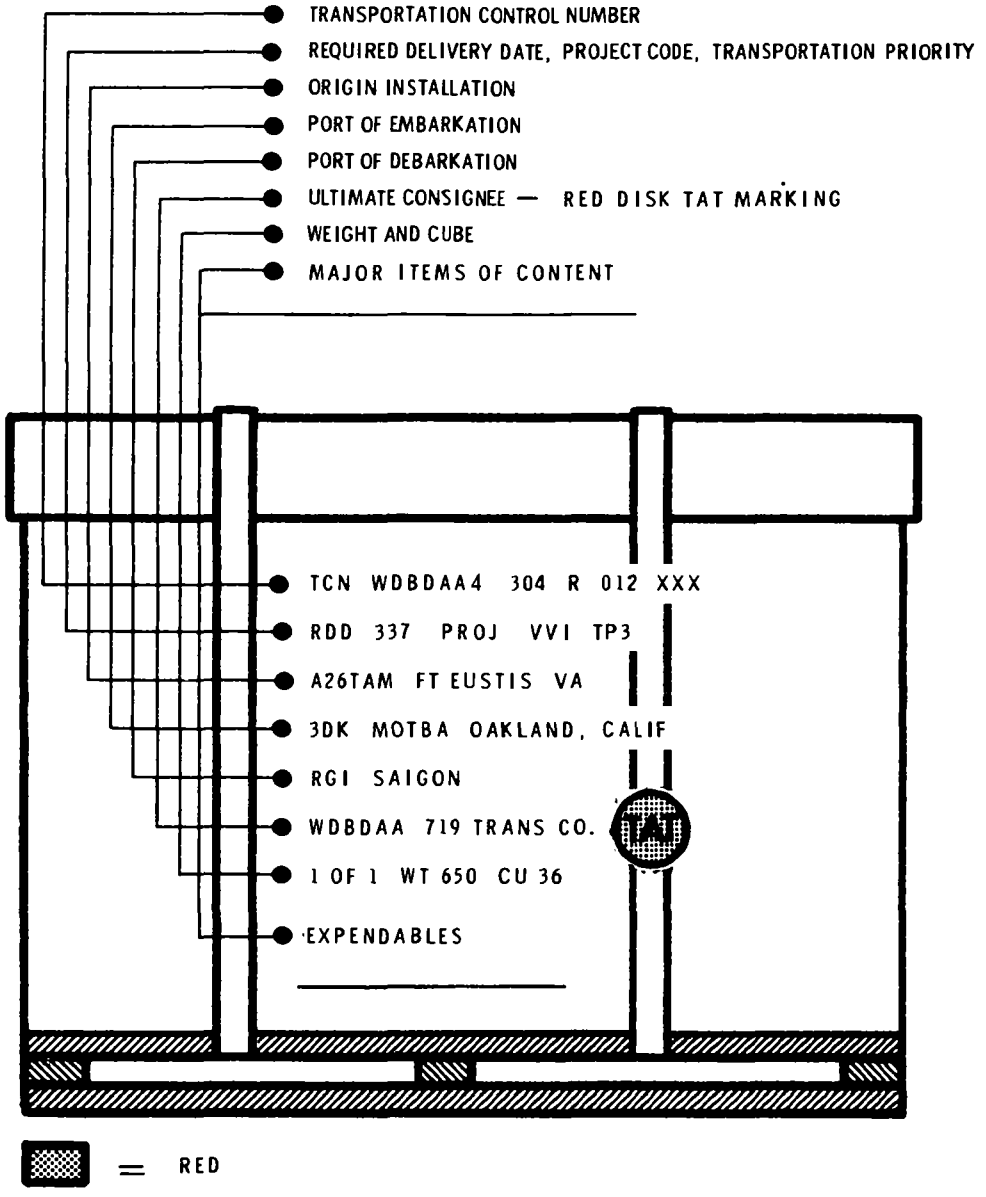
d. Vehicles are processed for shipment in accordance with instructions contained in the vehicle technical manual and special instructions issued by the responsible Military Traffic Management Command (MTMC) commander. Unless otherwise directed, maximum use must be made of organic cargo vehicles at reduced height for the stowage of unit equipment and impedimenta; however, Red Disk TAT equipment must not be loaded on vehicles unless they will arrive concurrently with or prior to the arrival of the troops. When a sufficient number of vehicles are available, cargo is not loaded above the side cargo racks or the steering wheel, whichever is higher (fig 10–3). When cargo can be distributed within these limits, tarps and bows are removed and stowed in the vehicle. If the windshield is higher than the cargo, it is lowered to a horizontal position and secured against damage. When the maximum cargo capacity of a vehicle is required, the tarps and bows are installed. The windshield is not lowered under these circumstances (app B).

Note. Dangerous, hazardous, or classified material will not be shipped in organizational vehicles. Materiel (including vehicles, especially those being retrograded) likely to have been explosive loaded or contaminated must be carefully inspected by the shipper (unit) prior to shipment from oversea commands in accordance with AR 746–1. For further guidance refer to paragraph 5–5, AR 220–10.



Side View

Figure 10–2. Red Disk TAT package marked for shipment.



End View
Figure 10-2—Continued.

e. A packing list (DD Form 1750) should be prepared for each vehicle loaded with unit equipment or supplies and retained by the unit commander. This will assist in locating packages and support reports of survey in the event of loss or damage.

f. When vehicles are not required for the stowage of other cargo, they will be shipped in their reduced dimensions (fig 10–4).

g. Vehicles not designed to transport cargo are shipped in their reduced dimensions. Other equipment may be loaded in these vehicles providing it does not result in the vehicles exceeding their reduced dimensions.

h. Dump trucks are normally shipped with the cab shield removed and stowed in the truck bed. Dump trucks are used for the stowage of other equipment only when general cargo vehicles are not available. Under this condition the cab shield remains installed. Cargo must not be loaded higher than the cab shield.

i. Dangerous materials required by the unit for use while en route or immediately upon arrival at destination, such as cleaning solvents, preser-

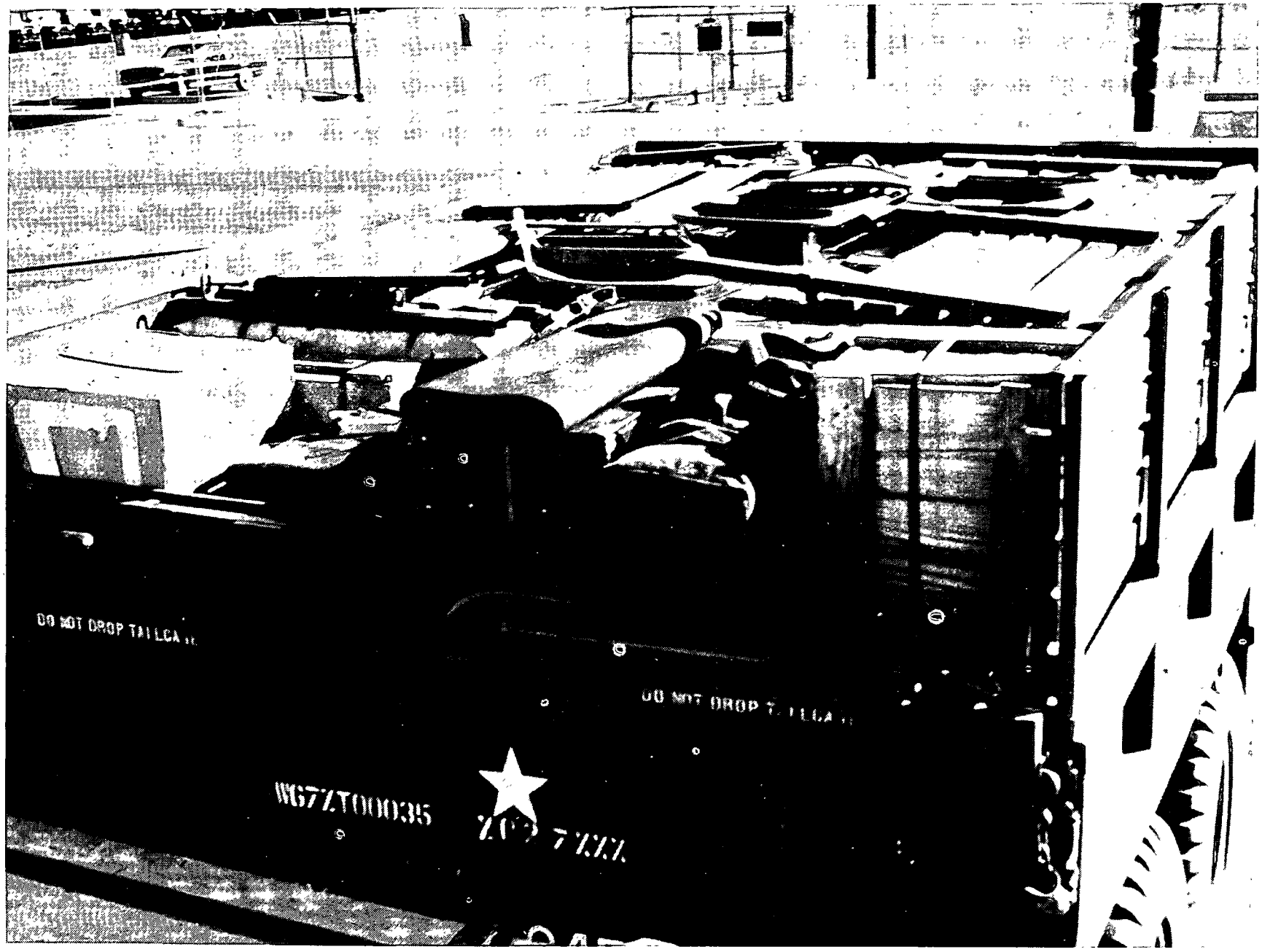


Figure 10–3. A 2 1/2-ton truck loaded with unit impedimenta, before intallation of tarpaulin, prepared for oversea movement.

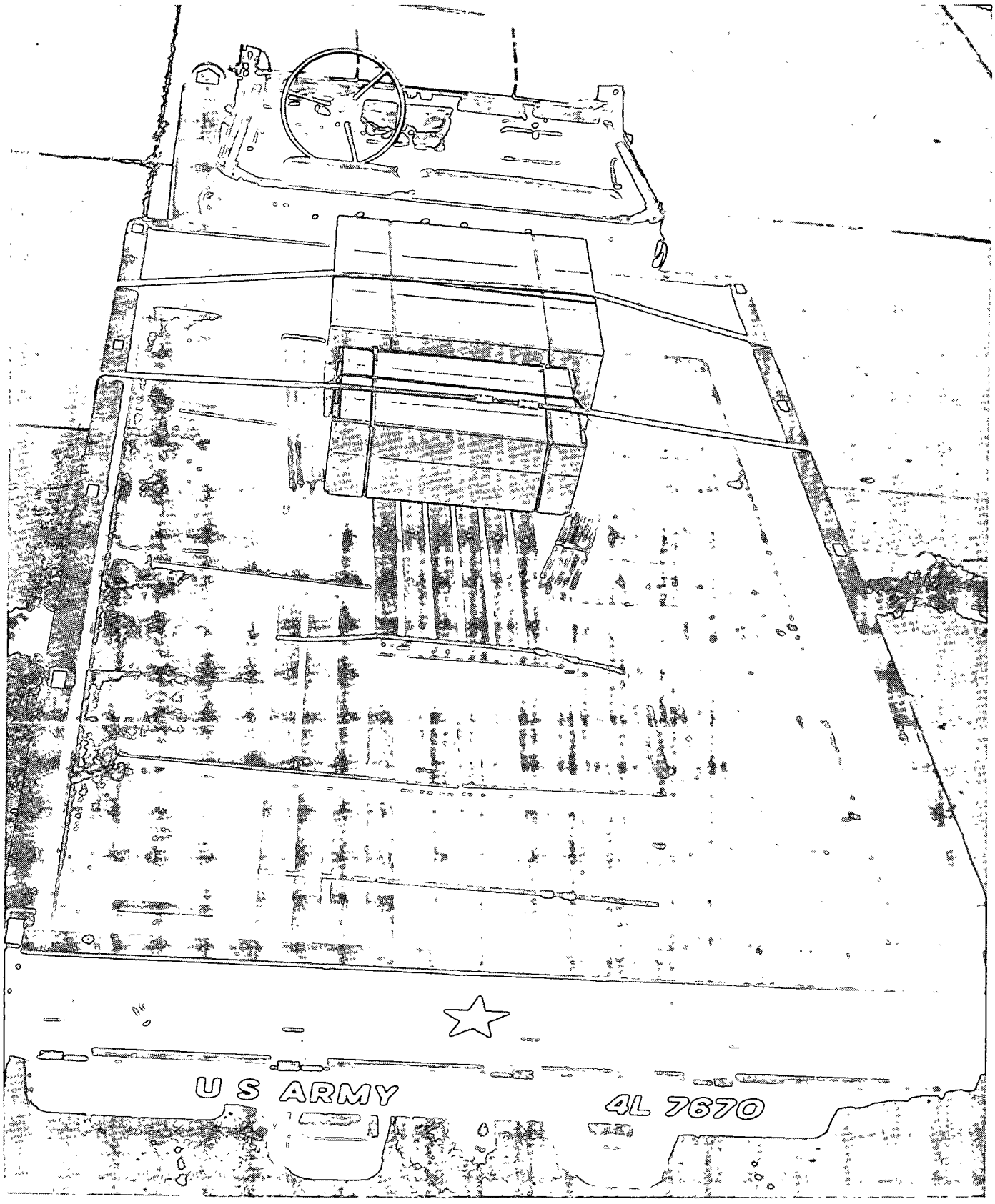


Figure 10–4. A 2 1/2-ton cargo truck prepared for shipment in reduced dimensions.

vation materials, corrosives, oxidizers, poisons, and compressed gases, must be packed separately. They will be identified by appropriate placards prescribed in paragraphs 177.823 (motor) and 174 subpart c (rail), Agent R. M. Grazianos Tariff No. 27 and ATA Tariff No. 111A (AR 220–10). These documents are kept on file by the local ITO.

j. Van type vehicles with electronics, machine shop, or similar type equipment installed are shipped with equipment intact providing it can be secured against damage or theft.

k. Antennas and similar projections are removed and secured within the vehicle.

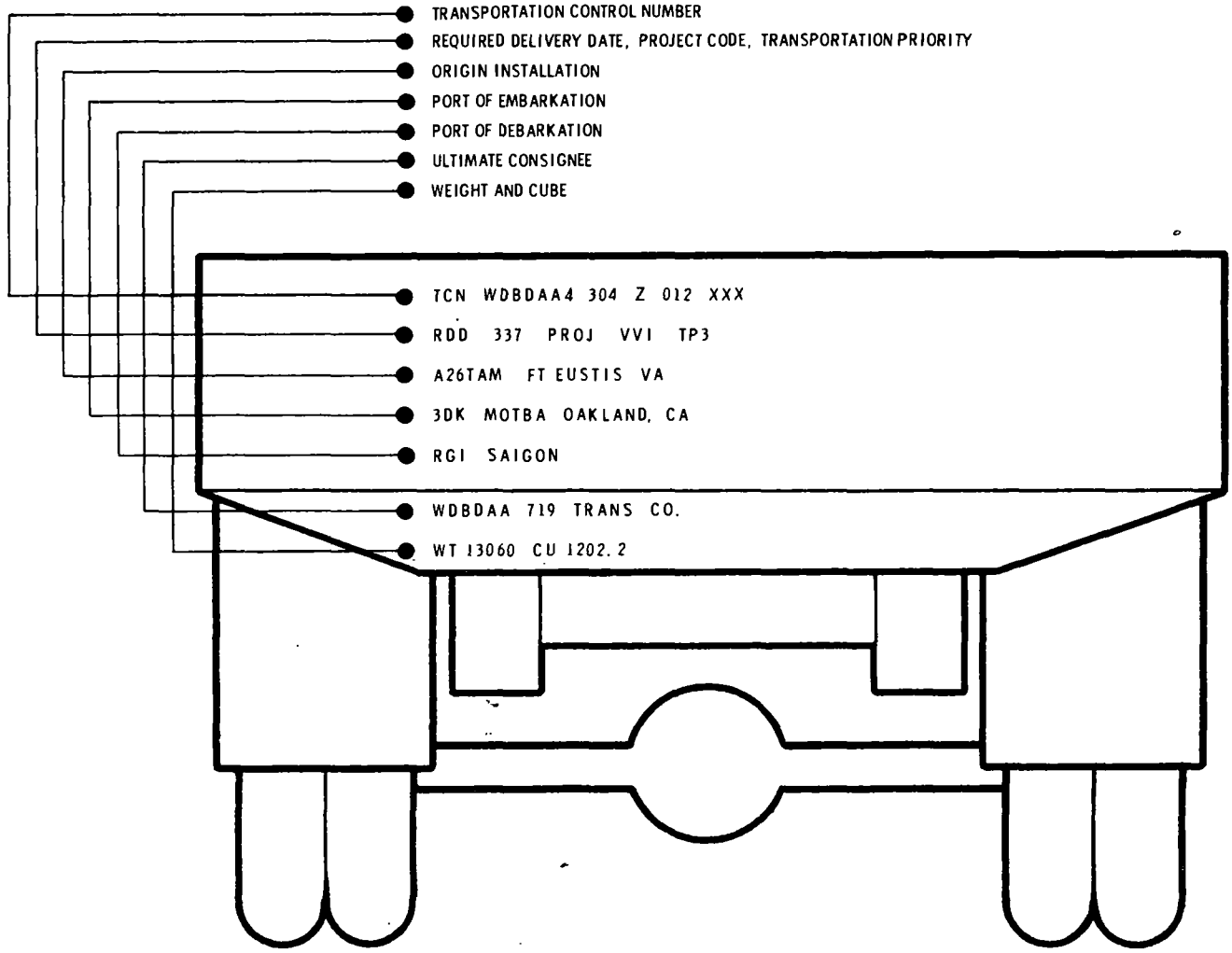
l. Weapons' mounts, generators, and similar equipment mounted in vehicles are left in place and secured against damage.

m. Vehicle fuel tanks are filled to three-quarters of their capacity unless otherwise instructed. When specifically authorized, additional fuel for surface movements may be carried in 5-gallon fuel cans secured in vehicle fuel can container racks. Only fuel cans with serviceable rubber seals are used. Fuel must not be stowed in vehicle cargo compartments for oversea movements.

n. Bulk petroleum transporters and tank and pump units are shipped empty except when otherwise directed by the movement directive or operation plan instructions. TB 1031 provides guidance for the processing of tanks and equipment on fuel tank trucks.

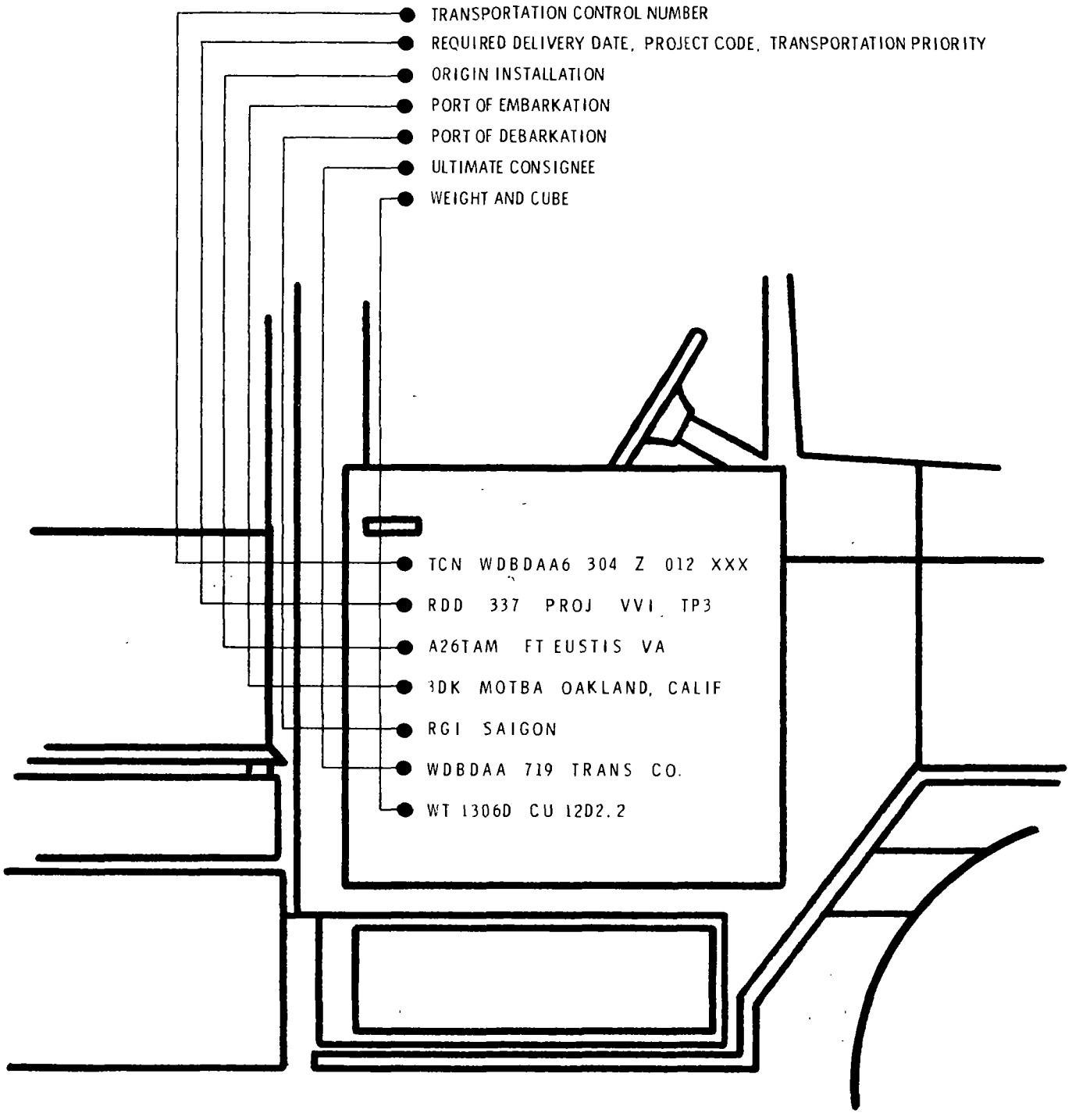
o. Headlights, taillights, and reflectors are not covered with padding and taped unless specifically directed by the responsible MTMC commander.

p. When movement instructions specify it, tactical vehicle markings are completely obliterated by using an abrasive tool or paint remover.



Rear View

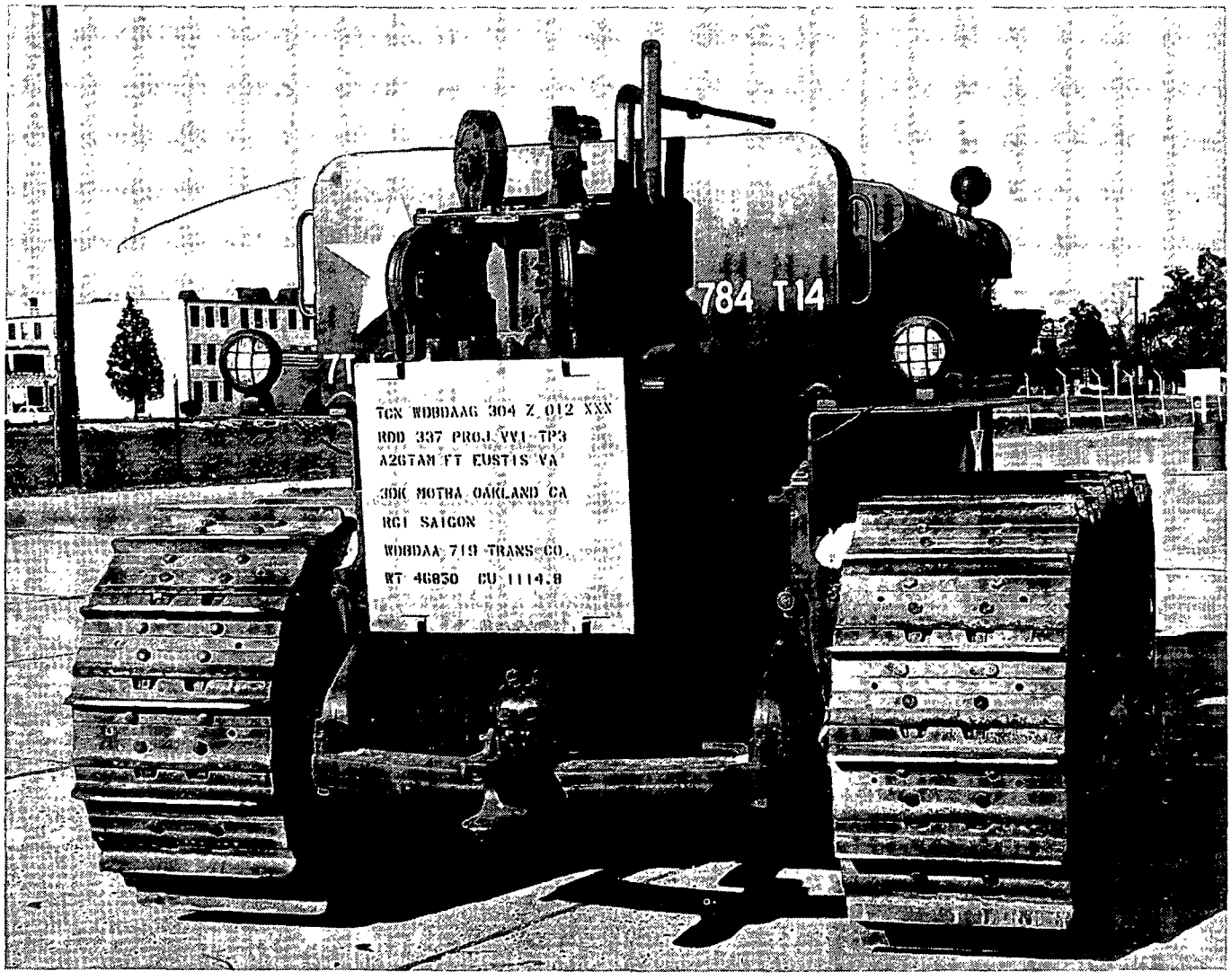
Figure 10-5. 2 1/2-ton truck marked for unit shipment.



Side View

Figure 10–5—Continued.

q. Procedures and materials for address-marking vehicles are as specified in this text. DD Form 1387 labels with transparent pressure sensitive covers or stencil markings using lusterless gasoline soluble paint of a contrasting color may be applied directly to vehicle surfaces in lieu of using the white pressure sensitive label or marking panel. When suitable vehicle surfaces are not available for stenciling or label markings, panels may be attached to the vehicle. When possible,



D-8 tractor with address-marking panel installed
Figure 10-5—Continued.

address markings are applied by one of the above methods to the rear and each side of a vehicle as illustrated in figure 10-5.

r. Field ranges, water heaters, gasoline lanterns, fuel containers, portable generators, blow torches, and like articles in which gasoline or other combustibles are customarily used or stored will be completely drained and flushed with an approved solvent before being boxed or crated for shipment. A statement substantially as follows will be attached to each crate containing such articles.

UNIT IDENTIFICATION CODE _____

On____(date)____the _____(gasoline range, water heater, etc.)_____, packed in container number_____, has been completely drained of gasoline and flushed.

_____
Signature of inspection officer

_____
Grade and branch of service

PACKING LIST	PACKED BY UIC WDBDAA	1. NO. BOXES NA	2a. REQUISITION NO. NA 2b. ORDER NO. NA
3. END ITEM			4. DATE 254 5. PAGE 1 OF 1 PAGES

BOX NO. (a)	CONTENTS - STOCK NUMBER AND NOMENCLATURE (b)	UNIT OF ISSUE (c)	QUANTITIES REQUIRED		
			INITIAL OPERATION (d)	RUNNING SPARES (e)	TOTAL (f)
R001	CONEX insert Personal baggage: 4 Duffel bags 2 footlockers	NA	NA	NA	1

6. THIS CERTIFIES THAT ITEMS LISTED HEREON ARE WITHIN THE SPECIFIED BOXES

TYPED NAME AND TITLE	SIGNATURE
SGT DONALD C. BLAKE Unit Movement NCO	

DD FORM 1 SEP 70 1750

Figure 10–6. Packing list for CONEX transporter.

s. Aircraft will be prepared for shipment in accordance with paragraph 5–4, AR 220–10. Due to the variety of configurations, precise locations cannot be prescribed for address marking on uncrated aircraft. However, they will be marked on at least two locations on the best available surfaces.

10–4. Packing Lists

a. When a packing list is required, a DD Form 1750 will be used. Exceptions to use of packing lists appear in *d* below.

b. A separate packing list will be prepared for each container shipped by or with the unit (except as noted in *d* below) and for units deploying under contingency plans or urgent operational orders (fig 10–6).

c. Six copies of each packing list will be prepared by the deploying unit and distributed as follows:

(1) One copy for the organization's records.

(2) Two copies to the unit representative at the terminal concerned. (The unit representative is also given two copies of the transportation control and movement document (TCMD).)

(3) One copy to the installation commander.

(4) One copy inside container.

(5) One copy outside container.

d. Exceptions to the above procedures are as follows:

(1) Classified shipments. Shipments of classified materiel shall not have packing lists affixed to the outside of the container. Markings indicating the classified nature of the materiel, its manufacturer, and its security classification shall not appear on the exterior of the container (MIL–STD–129).

(2) Concealed identification. When items such as small arms, drugs, narcotics, intoxicating liquors, maps, precious metals, currency, watches, jewelry, cameras, and similar valuables are shipped and it is not advisable that the nature of the contents be generally known, a complete packing list shall be prepared, as required, and placed only inside of the container (MIL–STD–129).

(3) Lists inside of containers. On shipments of clothing and textile items consigned to Headquarters Support Activity, Taipei, Republic of China, to Air Force oversea consignees (including grant aid and foreign military sales shipments), and to the Port of Djakarta, Indonesia, regardless of mode of shipment, packing lists shall be placed only inside the containers (MIL–STD–129).

(4) Major items of equipment. Unboxed or uncrated equipment (for example, vehicles and wheeled artillery).

(5) Miscellaneous items. Other unboxed or uncrated equipment that obviously does not require packing lists for identification, such as nested cans, banded shovels, etc.

(6) Single item packages. Packages containing only one item or identical items. In these instances the contents will be stenciled on the outside of the package.

(7) Communications security (COMSEC) equipment.

(8) Cargo loaded in organizational equipment (list may be prepared for unit commander).

(9) Medical unit, self-contained, transportable (MUST). Internal (but not external) packing lists will be required for each container.

CHAPTER 11

DOCUMENTATION OF UNIT MOVES

11–1. Introduction

All shipments that move in the Defense Transportation System, except unit moves by fleet vessels loaded at other than common-user facilities or unit moves by special assignment airlift mission (SAAM), must be documented as prescribed by DOD Regulation 4500.32–R, Military Standard Transportation and Movement Procedures (MILSTAMP). This does not preclude the requirement for Standard Form 1103 (US Government Bill of Lading (GBL)). DD Form 1384 (Transportation Control and Movement Document (TCMD)) is the prime document for MILSTAMP shipments.

11–2. DD Form 1384, Transportation Control and Movement Document (TCMD)

a. Under DOD Regulation 4500.32–R (MILSTAMP), all unit equipment and supplies moving overseas, except items carried by individuals, are controlled by a set of TCMD's. Equipment and supplies shipped on the same day by the same mode of transportation are listed on one set of TCMD's.

b. Units preparing for oversea movement assemble the necessary information required by the shipping activity, normally the installation transportation officer (ITO), who prepares final MILSTAMP documentation for the movement. Information required for documentation is usually entered on the manual TCMD (DD Form 1384) by the unit, though at some installations locally produced worksheets are made available for this purpose. The instructions contained in this chapter apply to the entry of MILSTAMP shipping data on DD Form 1384 (fig 11–1) by the moving unit for submission to the ITO for conversion to punchcard TCMD's.

Note. When actually documenting a shipment, users are advised to use the coding appearing in DOD Regulation 4500.32–R as opposed to that appearing in illustrations in this text which may become out of date. Appendixes referred to in *c* and *d* below appear in DOD Regulation 4500.32–R (MILSTAMP).

c. Note that blocks 1 through 17 and 21 through 24 in the heading of DD Form 1384 have corresponding columns in the body. Only blocks that pertain to the entire shipment are shown in the heading; for example, consignor, consignee, port of embarkation (POE), etc. Blocks that pertain to individual shipment units are left blank in the heading but are shown in the body of DD Form 1384. Follow the entires in the heading of figure 11–1, pages 1 and 2 as they are discussed below. When more than one page is required, each page should be numbered consecutively (page 1 of 5, 2 of 5, etc.) in the block provided in the top right hand corner of the form. Each page should be identified with the transportation control number (TCN) of the first shipment unit on page 1, annotated in block 21.

(1) *Block 1.* Refer to section I, appendix B, MILSTAMP, volume I. Left blank here, but entered in column 32 of the lower portion of the form.

(2) *Block 2.* Refer to section II, appendix B, MILSTAMP, volume I. Left blank here; used only for CONEX (container express) cargo transporters as shown in column 33, figure 11–1, page 3.

(3) *Block 3.* Refer to DOD Regulation 4000.25–D, DOD Activity Address Directory. The A26TAM is the code for Fort Eustis, Virginia. The consignor will be entered in the clear when directed.

(4) *Block 4.* Refer to section III, appendix B, MILSTAMP, volume 1. The remark "unit move" is entered here. Commodity and special handling codes are entered in column 35.

(5) *Block 5.* Refer to section VIII, appendix B, MILSTAMP, volume I. Left blank here, since shipment will not move by air.

(6) *Block 6.* Refer to section IV, appendix B, MILSTAMP, volume I. Enter POE code here; in this instance 3DK, the code for Military Ocean Terminal, Bay Area, Oakland. This block is left blank when the movement is classified.

(7) *Block 7.* Refer to section IV, appendix B, MILSTAMP, volume I. Enter the POD code here; in this instance RGU, the code for Newport. If the POD is not known or the move is classified, this block is left blank.

(8) *Block 8.* Refer to section XVI, appendix B, MILSTAMP, volume I. This shipment will move by rail to the POE, so enter K in this block.

(9) *Block 9.* Refer to section XVII, appendix B, MILSTAMP, volume I. Left blank here but entered in column 39.

(10) *Block 10.* Refer to paragraph 3–8,

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT — PAGE NO. 1 of 3

1. Doc Id	2. Trlr Cont	3. Consignor	4. Comm-Spec Hdlg	5. Air Dim	6. POE	7. POD
		A26TAM FORT EUSTIS, VIRGINIA	UNIT MOVE		3D K MOTBA OAKLAND	RGU NEWPORT

8. Mode	9. Pack	10. Trans Control No.	11. Consignee	12. Pri	13. RDD	14. Proj	15. Date Shpd	16. ETA	17. Tr Acct
K			WDBAA	3	323	VVI	307	7	A219

18. Carrier	19. Flight-Truck-Voy Doc No.	20. Ref	21. Remarks	22. Pieces	23. Weight	24. Cube
C&O, C&NW, UP	C&O 47826, C&NW 73112, UP 74213		WDBDAA4304Z001XXX			

25 a. Tranship Point (1)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
26 a. Tranship Point (2)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
27 a. Tranship Point (3)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks

28. Consignee	29. Date Received-Offered (Sign)	30. Condition	31. Remarks

32. Doc Id	33. Trailer-Container	34. Consignor Comm Abbr Other	35. Commodity Spec Hdlg	36. VOY NO. Air Dim a	36. VOY NO. POE b	37. POD	38. MODE	39. Type Pack	40. Transportation Control Number	41. Consignee	42. PRI	43. REMARKS AND/OR RDD a	Proj b	Stow Loc Shpd c	Stow Loc ETA d	Tac e	44. ADDITIONAL REMARKS OR Pieces a	Weight b	Cube c
TV1		A26TAM	870ZR	3D	K	RGU	K	V0	WDBDAA4304Z001XXX	WDBDAA	3	323	VVI	307	7	A219	1	2350	254
TV5		M151							WDBDAA4304Z001XXX			00132L064W053H					USA	2J8736	
TV1			870ZR					V0	WDBDAA4304Z002XXX								1	2350	254
TV5		M151							WDBDAA4304Z002XXX			00132L064W053H					USA	2D4732	
TV1			870ZR					V0	WDBDAA4304Z003XXX								1	2350	254
TV5		M151							WDBDAA4304Z003XXX			00132L064W053H					USA	2L7311	
TV1			870ZR					V0	WDBDAA4304Z004XXX								1	2350	254
TV5		M151							WDBDAA4304Z004XXX			00132L064W053H					USA	2J8742	
TV1			870ZR					V0	WDBDAA4304Z005XXX								1	2350	254
TV5		M151							WDBDAA4304Z005XXX			00132L064W053H					USA	2G5176	
TV1			870ZR					V0	WDBDAA4304Z006XXX								1	2350	254
TV5		M151							WDBDAA4304Z006XXX			00132L064W053H					USA	2H6170	
TV1			870ZR					V0	WDBDAA4304Z007XXX								1	2350	254
TV5		M151							WDBDAA4304Z007XXX			00132L064W053H					USA	2N4275	

DD FORM 1384, 1 APR 66 — REPLACES EDITION OF 1 APR 63, WHICH MAY BE USED.

Figure 11-1. DD Form 1384, prepared by unit for oversea movement.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT — PAGE NO. 2 of 3

1. Doc Id	2. Trlr Cont	3. Consignor	4. Comm-Spec Hdlg	5. Air Dim	6. POE	7. POD

8. Mode	9. Pack	10. Trans Control No.	11. Consignee	12. Pri	13. RDD	14. Proj	15. Date Shpd	16. ETA	17. Tr Acct

18. Carrier	19. Flight-Truck-Voy Doc No.	20. Ref	21. Remarks	22. Pieces	23. Weight	24. Cube
			WDBDAA4304Z001XXX			

25 a. Transhp Point (1)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
26 a. Transhp Point (2)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
27 a. Transhp Point (3)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks

28. Consignee	29. Date Received-Offered (Sign)	30. Condition	31. Remarks

32. Doc Id	33. Trailer-Container	34. Consignor Comm Abbr Other	35. Commodity Spec Hdlg	36. VOY NO. Air Dim a	36. VOY NO. POE b	37. POD	38. MODE	39. Type Pack	40. Transportation Control Number	41. Consignee	42. PRI	43. REMARKS AND/OR RDD a	Proj b	Stow Loc Shpd c	Stow Loc ETA d	Tac e	44. ADDITIONAL REMARKS OR Pieces a	Weight b	Cube c
TV1			867ZR					VO	WDBDAA4304Z008XXX								1	5660	522
TV5		M37B1							WDBDAA4304Z008XXX			001867L076W065H					USA	3C7216	
TV1			867ZR					VO	WDBDAA4304Z009XXX								1	5880	535
TV5		M37B1WW							WDBDAA4304Z009XXX			00191L076W065H					USA	3D9421	
TV1			867ZZ					VO	WDBDAA4304Z010XXX								1	11775	1092
TV5		M34							WDBDAA4304Z000XXX			00262L088W082H					USA	4C7711	
TV1			867ZR					VO	WDBDAA4304Z011XXX								1	13700	1265
TV5		M35A2WW							WDBDAA4304Z001XXX			00279L097W082H					USA	4A7222	
TV1			867ZR					VO	WDBDAA4304Z012XXX								1	580	170
TV5		M416							WDBDAA4304Z002XXX			00109L062W044H					USA	6N4726	
TV1			867ZR					VO	WDBDAA4304Z013XXX								1	580	170
TV5		M416							WDBDAA4304Z013XXX			00109L062W044H					USA	6N7931	
TV1			867ZR					VO	WDBDAA4304Z014XXX								1	580	170
TV5		M416							WDBDAA4304Z014XXX			00109L062W044H					USA	6M7241	

DD FORM 1384, 1 APR 66 — REPLACES EDITION OF 1 APR 63, WHICH MAY BE USED.

Figure 11-1 — Continued.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT

PAGE NO. 3 of 3

1. Doc Id	2. Trlr Cont	3. Consignor	4. Comm-Spec Hdlg	5. Air Dim	6. POE	7. POD

8. Mode	9. Pack	10. Trans Control No.	11. Consignee	12. Pri	13. RDD	14. Proj	15. Date Shpd	16. ETA	17. Tr Acct

18. Carrier	19. Flight-Truck-Voy Doc No.	20. Ref	21. Remarks	22. Pieces	23. Weight	24. Cube
			WDBDAA4304Z001XXX			

25 a. Transhlp Point (1)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks

26 a. Transhlp Point (2)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks

27 a. Transhlp Point (3)	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks

28. Consignee	29. Date Received-Offered (Sign)	30. Condition	31. Remarks

32. Doc Id	33. Trailer-Container	34. Consignor Comm Abbr Other	35. Commodity Spec Hdlg	36. VOY NO. Air Dim a	36. VOY NO. POE b	37. POD	38. MODE	39. Type Pack	40. Transportation Control Number	41. Consignee	42. PRI	43. REMARKS AND/OR RDD a	Proj b	Stow Loc Shpd c	Stow Loc ETA d	Tac e	44. ADDITIONAL REMARKS OR Pieces a	Weight b	Cube c
TV1			867ZR					V0	WDBDAA4304Z015XXX								1	1340	313
TV5		M101							WDBDAA4304Z015XXX			00147L074W050H					USA	6M4711	
TV1			867ZR					V0	WDBDAA4304Z016XXX								1	1340	313
TV5		M101							WDBDAA4304Z016XXX			00147L074W050H					USA	6N1731	
TV1			867ZR					V0	WDBDAA4304Z017XXX								1	2670	439
TV5		M105A2							WDBDAA4304Z017XXX			00166L083W055H					USA	6P4320	
TX1	26784		741Z9					X4	WDBDAA4304Z018XXX								1	8375	365
TX1			741ZR					BD	WDBDAA4304Z020XXX								5	1500	167
TX5									WDBDAA4304Z020XXX			00120L024W020H					5	300	34

DD FORM 1384, 1 APR 66 REPLACES EDITION OF 1 APR 63, WHICH MAY BE USED.

Figure 11-1 — Continued.

MILSTAMP, volume I. The unit assigns each shipment unit (SU) or package a TCN. A shipment unit is each vehicle, trailer, mobile gun, aircraft, separate container, carload or truckload of equipment or supplies, including piggyback loaded vehicles, in the same commodity category, and equipment or supplies that must move together as an assembly or set, regardless of the number of conveyances. (Boxes, crates, or items of equipment loaded on a vehicle or in a container are not assigned TCN's.) The TCN is left blank here for unit moves but is entered in block 21 and in column 40 in the lower portion of the form.

(11) *Block 11.* Consignee. The activity address code or the unit identification code (UIC) for the unit being moved is entered here. The WDBDAA is the UIC for this organization.

(12) *Block 12.* Refer to paragraph 3–4, MILSTAMP, Transportation Priority. Transportation priority 3 has been assigned to the move. For unit moves, Military Traffic Management Command (MTMC) assigns transportation priorities established by the Department of the Army in movement directives.

(13) *Block 13.* Required Delivery Date (RDD). The 323 is the Julian date for 19 November, the 323rd day of the year.

(14) *Block 14.* Project. A project code is assigned in the movement order. VVI is the project code assigned this movement.

(15) *Block 15.* Date shipped. The 307 is the Julian date for 3 November. (Normally this is entered by the transportation office, since date of shipment is not known by the moving unit.)

(16) *Block 16.* Refer to section XIX, appendix B, MILSTAMP, volume I. The 7 is the estimated number of days required to move the shipment from home station to the water port of embarkation.

(17) *Block 17.* Transportation Account Code (TAC). Refer to chapter 2, MILSTAMP, volume II. The code, A219, is for table of organization and equipment (TOE) material of permanent change of station (PCS) units moving via Military Airlift Command (MAC) or Military Sealift Command (MSC). When a special account code is established for unit moves, it is used.

(18) *Block 18.* Carrier. The rail lines over which this shipment will move are entered here. The entry shows that this move will be over the Chesapeake and Ohio (C&O), the Chicago and Northwestern (C&NW), and the Union Pacific (UP). The unit obtains this information from the ITO.

(19) *Block 19.* Flight-Truck-Voyage Document Number. Flight, truck, or railcar numbers are shown here for unit movements.

(20) *Block 20.* Reference number. Not used for unit moves.

(21) *Block 21.* Refer to chapter 3, section II, MILSTAMP, volume I. For unit moves, the TCN, in this instance WDBDAA4304Z001XXX is entered here and in block 21 of each additional page. The first six characters, WDBDAA, show the UIC. The 4 is the last digit of the current calendar year and 304 is the Julian date for 31 October, the 304th day of the year. The Z indicates the type of shipment. For to accompany troops (TAT) items of equipment or packages TAT-marked with a red disk, indicating that they must arrive at oversea destination concurrently with the troops, an R is entered in this position. Those items which must be accessible to the unit personnel during the movement and must therefore be loaded aboard the same transportation conveyance on which the unit personnel will move, are marked with a yellow disk. All equipment not marked with a red or yellow disk is classified as Z shipments. The digits 001 are the serial number of the package or shipping unit; the serial numbers continue consecutively until each package (shipping unit) has been assigned a TCN. The fifteenth position is for a suffix code used by contractors; it is not used for unit moves and therefore is always X. In the last two positions, XX indicates a full, rather than a partial or split, shipment.

(22) *Blocks 22, 23, and 24.* Left blank here, but entered in lower portion of form.

d. Body of DD Form 1384. Each shipment unit to be moved is listed in the body (lower portion) of the TCMD. As stated earlier, the columns in the body of the form correspond to blocks 1 through 17 and 21 through 24 in the heading; for example, block 3 of the heading "consignor" corresponds to column 34, the third column in the body. All of the entries in each column are discussed under the column heading.

(1) Column 32. Refer to section I, appendix B, MILSTAMP, volume I. Section I, appendix B, MILSTAMP, volume I, shows how document identifier codes are constructed. In the code TV1, the T is for transportation, the V is for vehicle, and the 1 is for prime document. Additionally, when the dimensions of any piece in the shipment unit exceed 6 feet in any dimension (except CONEX cargo transporters, SEAVAN's/MILVAN's, or POV's), a separate line entry on DD Form 1384 must be prepared for each different dimensional exception. Shipment units of Government vehicles, wheeled trailers or guns, or aircraft require special outsize dimensional

identification data. This information is entered on the line immediately following the original shipping unit entry in the body of the form as shown in lines one and two of figure 11-1, page 1. In code TV5, the 5 indicates outsize dimensions.

(2) When an outsize dimension line is required, the vehicle model number is entered in column 34. The dimensions are entered in column 43 using a 14-position alphanumeric group. For example, in column 43, line 2 of figure 11-1 page 1, the length of the vehicle is 132 inches, width 64 inches, and height 53 inches. Note that five positions are reserved for length, three positions for width, and three positions for height. When not all positions are required to indicate dimensions, zeroes are entered. Fractions are carried to the next highest whole number. (Dimensions for major items of equipment are contained in TB 55-46-1.)

(3) The next two items after the vehicles shown in figure 11-1, page 3 are CONEX cargo transporters; the code is TX1. The T is for transportation, the X is for shipments not otherwise covered, and the 1 indicates prime document. Though CONEX cargo transporters exceed 6 feet, data on dimensions are not required on the TCMD.

(4) The last item, tent poles (fig 11-1, page 3), requires an additional line entry, since the poles exceed 6 feet in length.

(5) Column 33. Trailer Container. Refer to section II, appendix B, MILSTAMP, volume I. The last five digits of the six-digit serial number on the CONEX are entered here (fig 11-1, page 3). This column is used for shipments moving in controlled containers and for shipment units consolidated in noncontrolled containers, including palletized unit loads.

(6) Column 34. Consignor. Refer to DOD Regulation 4000.25-D, Activity Address Directory. The activity address code for the consignor, in this case A26TAM, is shown in block 3 of the heading and is repeated in the first line only of DD Form 1384. On subsequent lines in column 34, the model number of outsize vehicles is entered.

(7) Column 35. Water Commodity Code, Type Cargo, and Special Handling. Refer to section III, appendix B, MILSTAMP, volume I. Section III, appendix B, MILSTAMP, volume I shows the codes for commodity categories, type of cargo, and special handling. The first three digits, 870, of the code 870ZR indicate that the "vehicles, military mutts (jeeps)" cargo code applies. The Z indicates that no special type of cargo code is applicable, and the R indicates outsize dimensions. Note that the code for the remainder of the vehicles after the seven jeeps is 867ZR, except for the third and fourth vehicles in figure 11-1, page 2. The code for these two 2-1/2-ton trucks is 867ZZ.

(8) Paragraph B-15, section III, appendix B, MILSTAMP, volume I, shows the Z indicates a heavy lift with outsize dimensions. A heavy lift is defined as 5 or more short tons. Column 44 of figure 11-1, page 2 shows that each of these items weighs more than 10,000 pounds. For the two CONEX cargo transporters, the code is 741Z9 (fig 11-1, page 3). Paragraph B-15 shows that Z9 indicates that no special type of cargo code is applicable and no exceptions of handling are required.

(9) Column 36. Air Dimension and POE. Refer to sections IV and XIII, appendix B, MILSTAMP, volume I. Air dimension is used only for air and SEA-EX shipments. The POE shown in block 6 in the heading is repeated here.

(10) Column 37. Port of Debarkation (POD). Refer to section IV, appendix B, MILSTAMP, volume I. The entry shown in block 7 in the heading is repeated here.

(11) Column 38. Mode. Refer to section XVI, appendix B, MILSTAMP, volume I. The entry shown in block 8 is repeated here.

(12) Column 39. Type of Pack. Refer to section XVII, appendix B, MILSTAMP, volume I. Note that VO is for vehicle shipped in operating condition and VE is for vehicle inoperable. Normally, only vehicles in operating condition are shipped in unit moves. Note the code for CONEXes in figure 11-1, page 3. The last five digits of the CONEX serial number are shown in column 33; the first digit of the CONEX serial number is shown in column 39, preceded by an X. For example, the serial number of the first CONEX listed is 426784.

(13) Column 40. Transportation Control Number (TCN). Refer to paragraph 3-8, MILSTAMP, volume I. The TCN assigned to each item is entered here.

(14) Column 41. Consignee. The activity address code of the unit, which is shown in block 11, is entered in column 41 on the first line only on the first page of the TCMD.

(15) Column 42. Priority. Refer to paragraph 3-4, MILSTAMP, volume I. Enter the priority number which appears in block 12 of the heading.

(16) Column 43. Remarks. Required delivery date (RDD), project, date shipped, estimated time of arrival, and transportation account code are repeated from blocks 13, 14, 15, 16, and 17 of the heading in the first line of the first page only of the TCMD. The second line contains remarks

explaining document identifier TV5. The dimensions are set solid and are shown in inches preceded by the necessary zeroes to total five digits followed by L for length, three digits followed by W for width, and three digits followed by H for height.

(17) Column 44. Pieces, Weight, and Cube. The total number of pieces, total weight, and cube for each item shipped are shown here for the TV1 line. Only whole numbers are used. Decimals should be increased to the next whole number; for example, 253.2 is shown as 254. The vehicle service identification number is also shown here on the TV5 line. For vehicles purchased before the present identification system (five numbers and one letter preceded by USA—USA 2J8736) went into effect, the last 13 digits of the identification number are used. For outsize equipment other than vehicles, a TX5 trailer line entry is required, showing in column 44 the number of pieces to which the dimensions in column 43 (same trailer line) apply, and the weight and cube of one piece (fig 11–1, page 3).

APPENDIX A

REFERENCES

A–1. Army Regulations (AR)

10–5	Department of the Army.
27–20	Claims.
37–104–3	Military Pay and Allowances Procedures, Joint Uniform Military Pay System (JUMPS-ARMY).
40–3	Medical, Dental, and Veterinary Care.
40–562	Immunization Requirements and Procedures.
55–1	CONEX Container Control, Utilization, and Reporting.
55–16	Movement of Cargo by Air and Surface—Including Less Than Release Unit and Parcel Post Shipments.
55–23	Submission of Requirements and the Assignment and Allocation of Sea Transportation Space.
55–29	Military Convoy Operations in CONUS.
55–36	DOD Use of Domestic Civil Transportation Under Emergency Conditions.
55–55	Transportation of Radioactive and Fissile Materials Other Than Weapons.
55–71	Transportation of Personal Property and Related Services.
55–113	Movement of Units within Continental United States.
55–162	Permit for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States.
55–355	Military Traffic Management Regulation.
59–9	Special Airlift Requirements Via Military Airlift Command.
59–106	Operation of Air Force Air Terminals.
71–6	Type Classification/Reclassification of Army Materiel.
135–300	Mobilization of Army National Guard of the United States and Army Reserve Units.
190–5	Motor Vehicle Traffic Supervision.
220–10	Preparation for Oversea Movement of Units (POM).
230–1	Nonappropriated Fund System.
310–3	Preparation, Coordination, and Approval of DA Publications.
310–10	Military Orders.
310–25	Dictionary of United States Army Terms.
351–5	Army Officer Candidate Schools.
360–81	Command Information Program Objectives and Policies—Newspaper, Radio, and Television.
380–5	Department of the Army Supplement to DOD 5200.1–R.
380–55	Safeguarding Classified Defense Information in Movement of Persons and Things.
380–200	Armed Forces Censorship.
525–10	Department of the Army Command and Control Reporting System (DAXREP).
600–290	Passports.
604–5	Clearance of Personnel for Access to Classified Defense Information and Material.
608–1	Army Community Service Program.
612–2	Preparing Individual Replacements for Oversea Movement (POR).
612–201	Processing Procedures at US Army Reception Stations and Training Stations and Control and Distribution of Trainees.
614–6	Permanent Change of Station Policy.

614–30	Oversea Service.
(O) 614–31	Assignment and Travel Restrictions.
(C) 614–32	Restrictions of Assignment and Travel of Personnel Having Access to Special Intelligence (U).
614–75	Assignment of Sole Surviving Son.
614–100	Officer and Warrant Officer Reassignment Policy.
614–200	Enlisted Personnel Selection, Training, and Assignment System, Grades E–1 through E–9.
630–5	Leave, Passes, Administrative Absence, and Public Holidays.
630–10	Absence Without Leave and Desertion.
635–series	Personnel Separations.
635–200	Enlisted Personnel.
700–15	Packaging of Materiel.
700–84	Issue and Sale of Personal Clothing.
725–50	Requisitioning, Receipt, and Issue System.
740–32	Responsibilities for Technical Escort of Dangerous Materials.
746–1	Color, Marking, and Preparation of Equipment for Shipment.

A–2. Department of the Army Pamphlets (DA Pam)

360–524	Your Personal Affairs.
600–8	Military Personnel Office Management and Administrative Procedures.
608–1	Dependent Travel Information.
608–2	Your Personal Affairs.

A–3. Department of Defense Regulations (DOD Reg)

4000.25–D	DOD Activity Address Directory.
4500.32–R	Military Standard Transportation and Movement Procedures (MILSTAMP), Volumes I and II.

A–4. Field Manuals (FM)

5–35	Engineer's Reference and Logistical Data.
5–36	Route Reconnaissance and Classification.
10–13	Supply and Service Reference Data.
10–23	Army Troop Feeding Operations.
30–28	Armed Forces Censorship.
55–12/AFM 76–6	Movement of Army Units in Air Force Aircraft.
55–15	Transportation Reference Data.
55–30	Army Motor Transport Operations.
55–61	MILSTAMP Guidance Manual.
61–100	The Division.
100–27	US Army/US Air Force Doctrine for Tactical Airlift Operations.
101–5	Staff Officers' Field Manual: Staff Organization and Procedure.
101–10–1	Staff Officers' Field Manual: Organizational, Technical, and Logistical Data, Unclassified Data.

A–5. Technical Manuals (TM)

10–252	Loading Insert Containers and Cargo Transporters.
10–1101	Petroleum Handling Equipment and Operation.
38–230–1	Preservation, Packaging, and Packing of Military Supplies and Equipment: Preservation and Packaging (Volume I).
38–230–2	Preservation, Packaging, and Packing of Military Supplies and Equipment: Packing (Volume II).
38–250	Packaging and Materials Handling: Packaging and Handling of Dangerous Materials for Transportation by Military Aircraft.
55–310	Motor Transport Operations.
55–450–15	Air Movement of Troops and Equipment (Nontactical).
55–600	Transportation Services at Continental United States (CONUS) Installations.

55–603 Movement of Military Impedimenta by Commercial Carriers.

A–6. Technical Bulletins (TB)

55–46–1 Standard Characteristics (Dimensions, Weight, and Cube) for Transportability of Military Vehicles and Other Outsize/Overweight Equipment (in TOE Line Item Number Sequence).

1031 Purging, Cleaning, Inspecting, and Coating Interior of Steel Tanks and Equipment on Tactical and Commercial Type Fuel Tank Trucks and Trailers.

A–7. Army Subject Schedule (ASubScd)

55–6 Transportation Movements.

A–8. Common Tables of Allowances (CTA)

50–900 Clothing and Individual Equipment.

A–9. Standardization Agreements (STANAG)

2041 Operational Road Movement Orders, Tables and Graphs.

2154 Definitions and Regulations for Military Motor Movements by Road.

A–10. DA Forms

413 POM Equipment Status Record.

1759 Property/Merchandise Inventory.

2028 Recommended Changes to Publications.

2940–R Unit Loading Inventory and Checklist (Worksheet).

2941–R Unit Vehicle Loading Plan (Worksheet).

2942–R Unit Train Loading Plan (Worksheet).

3955 Change of Address and Directory Record.

A–11. DD Forms

1384 Transportation Control and Movement Document.

1387 Military Shipment Label.

1750 Packing List.

A–12. Standard Form (SF)

1103 US Government Bill of Lading.

A–13. DA Label

18 Indicia Label for Mailing.

A–14. FORSCOM Regulation

55–1 Unit Movement Plans and Reports.

A–15. Miscellaneous

Bulletins, Drawings, and Manuals on Securing Lading on Rail and Motor Carrier Equipment, Headquarters, US Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, Virginia 22333.

Military Airlift Command Manual 28–2, Military Airlift Command Mobility/Contingency Planning Manual.

Military Standards (MIL–STD) 129.

Official Railway Equipment Register (published quarterly), The Railway Equipment and Publication Company, 434 West 33rd Street, New York, New York 10017.

Rules Governing the Loading of Commodities on Open Top Cars, Association of American Railroads, 59 East Van Buren Street, Chicago, Illinois 60605.

US Army Materiel Command Regulation 746–5, Headquarters, US Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, Virginia 22333.

FORSCOM Regulation 55–1, Unit Movement Plans and Report.

Agent R. M. Grazianos Tariff No. 25 ATA Tariff No. 15 (AR 220–10).

Uniform Code of Military Justice (UCMJ).

Code of Conduct.

APPENDIX B

PREPARATION AND LOADING OF VEHICLES FOR OVERSEA MOVEMENT OF UNITS

B–1. Purpose

The purpose of this appendix is to inform unit commanders and transportation officers of the advantages of proper preparation and loading of organic vehicles and equipment scheduled for oversea deployment. The shipment of supplies and equipment of deploying units aboard organic vehicles offers many advantages. Some of these are—

a. Greater unit integrity.

b. Economy.

c. Reduced likelihood of units' equipment being delayed or lost.

d. Reduced troop labor requirements for loading, boxing, and crating.

e. Better ship utilization.

f. Reduced shipping time.

B–2. General

a. The following data have been documented during onsite assistance visits by the Military Traffic Management Command Transportation Engineering Agency (MTMCTEA), Newport News, Virginia, to units deploying overseas during a 2-year-period. As an example of savings that may be achieved by shipping unit cargo aboard organic vehicles, 1st Brigade, 5th Infantry Division (Mechanized), saved $192,800 in its move from Fort Carson, Colorado, to the Republic of Vietnam. This saving was in shipping cost only and does not include such other advantages as savings in troop labor, reduced shipping time, and greater unit integrity.

b. Shipping charges for oversea movement of units are based on a freight classification assigned to the cargo and are paid either on a weight or measure (cube) basis. For the purpose of determining charges, the export/import transportation pipeline may be divided into seven segments as shown in figure B-1.

c. Only two of these pipeline segments, the nearside and farside line hauls, have a combination of commodity and weight as the basis for charges. The other five are usually based on a combination of commodity and cube.

d. Most line hauls for units deploying overseas are made by rail. Unit supplies and equipment are shipped under the single freight classification of "military impedimenta," and charges are based on weight. Rail charges are based on total weight of shipment including the container; therefore, savings in line haul charges usually may be achieved by stowing unit cargo in organic vehicles rather than in CONEX (container express) containers.

e. Shipping and handling charges associated with port and overocean segments of the transportation pipeline are usually based on cube and are paid for by measurement ton (MTON). One measurement ton is 40 cubic feet. For the purpose of calculating shipping or handling charges, cube is the volume of an imaginary rectangular box around the cargo. Dimensions of this imaginary box (fig B-2) correspond to the maximum dimensions of length, width, and height of the cargo. The shipper pays for all space within the box whether or not it is actually occupied by cargo.

f. Assuming the item being shipped overseas to be an empty military cargo vehicle, charges are paid for considerable unoccupied space. This space may be divided into usable space, such as the cargo compartment, and unusable space, such as the space over the hood. To keep charges to the minimum, shipping cube must be reduced as much as physically possible and maximum use made of all usable space for unit cargo.

g. Maximum cube reduction of a military cargo vehicle normally is accomplished by removing all items extending above the top of the steering wheel and adjusting flush to the body all items extending outward beyond the side of the cargo body. A vehicle reduced to the maximum extent possible is said to be in the reduced configuration.

h. Where charges are based on cube, any cargo stowed within the reduced vehicle configuration moves at no additional cost, because it occupies space that has already been paid for. However, cargo aboard the vehicle that projects above the maximum reducible height does incur a charge, because it increases the height of the imaginary box upon which charges are based. The shipper pays not only for the space occupied by the cargo, but also for the additional volume over the hood.

i. If all unit equipment can be stowed aboard organic vehicles without exceeding the reduced dimensions, it is advantageous to do so. However, it is usually necessary to use vehicle sideracks to restrain the cargo and to obtain cargo space suited to the load. While this increases

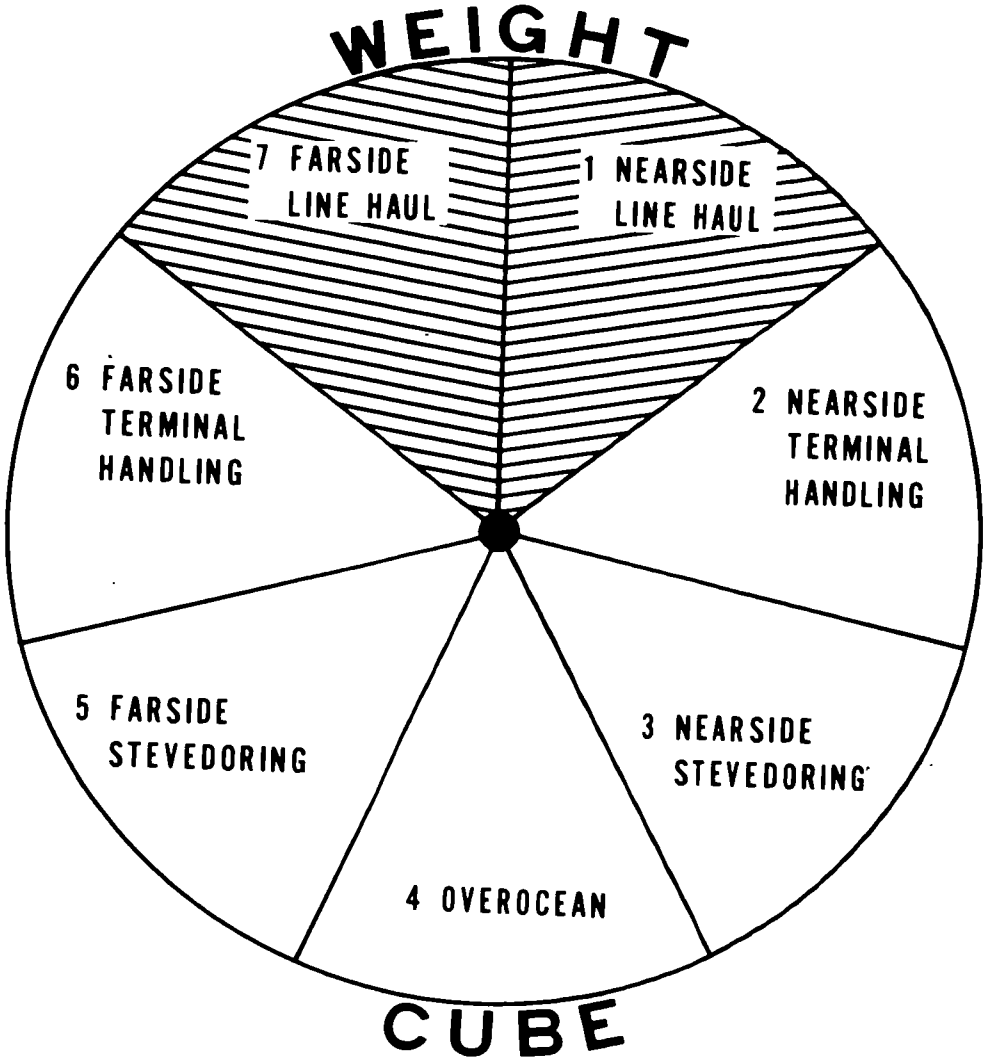


Figure B–1. Segments of the export/import transportation pipeline.

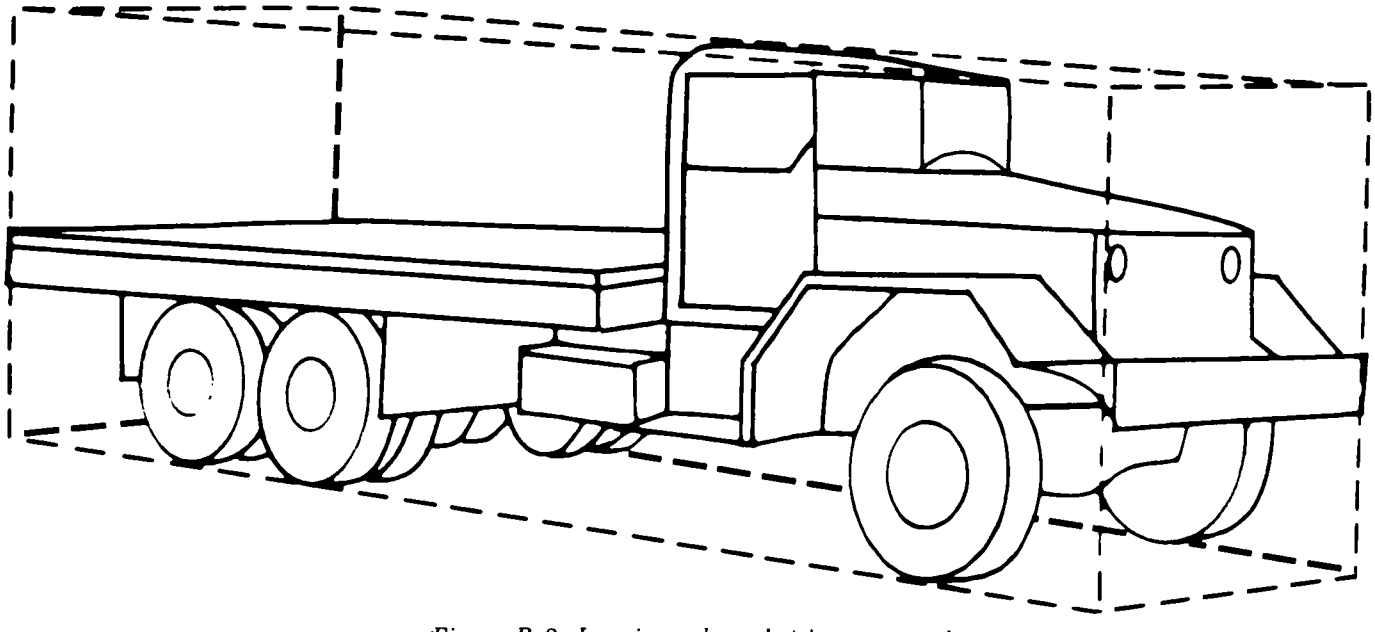


Figure B–2. Imaginary box showing cargo cube.

shipping cube, the free shipment of cargo within the reduced vehicle configuration more than offsets additional charges caused by loading to siderack height. It is only at some height between the top of the sideracks and the fully operational height that charges for wasted space (over the hood) begin to exceed savings gained by loading cargo within the reduced vehicle configuration.

j. Procedures recommended in this appendix are consistent with instructions for shipment of unit equipment contained in AR 220–10. Although load configurations are shown for only a small number of vehicles, the same principles of vehicle utilization and cube reduction may be applied to other vehicles involved in unit moves to oversea areas.

k. Cube reduction of equipment and shipment of unit cargo aboard organic vehicles result in savings in shipping charges only if the shipments are properly documented. Because charges are paid on what we say we ship rather than what we actually ship, any overstatement of weight or cube results in unnecessary charges. A few inches or pounds overstatement per item may seem insignificant, but additional charges for this may amount to several thousand dollars for one unit move. TB 55-46-1, includes dimensions, weight, and cube of military vehicles, vehicle-mounted equipment, and other oversize/overweight equipment in various shipping configurations. These characteristics should be used in preparing documentation when the listed configuration matches the actual shipping configuration. When dimensions or weights are changed because of cube reduction or by cargo aboard the vehicle, exact dimensions, weight, and cube should be shown on all documents. In addition, the cargo must be shipped under the Transportation Control and Movement Document (TCMD), DD Form 1384, for the vehicle. A separate TCMD for the cargo within a vehicle will result in the Government's being charged twice for the same load.

l. The following photographs (fig B–3 through B–20) show how savings may be achieved and why units deploying overseas should consider the desirability of shipping unit equipment in their own vehicles.

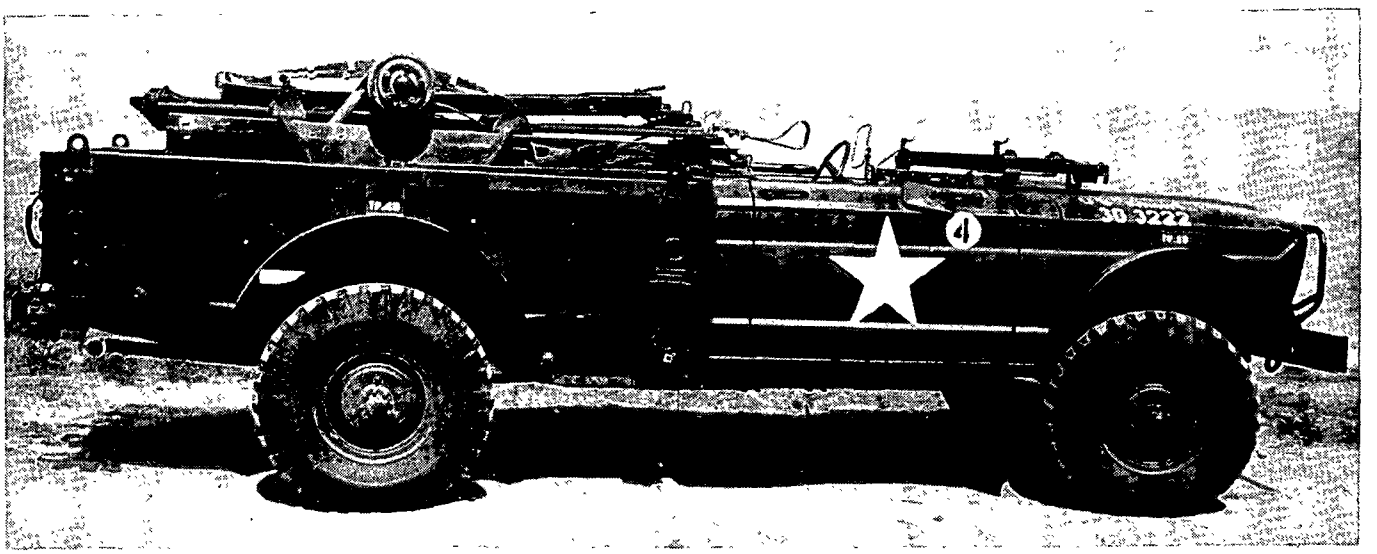


Figure B–3. M715 1 1/4-ton cargo truck loaded with M416 1/4-ton trailer.

Shipping cube for the 1 1/4-ton truck loaded with a 1/4-ton trailer is 702 cubic feet (17.6 MTON). This is a savings of 63 cubic feet (1.6 MTON) of shipping cube over separate shipments of the truck and trailer in reduced configurations. Tarpaulins for the two vehicles and wheels for the trailer are stowed under the trailer, and bows and sideracks are secured to the bottom of the trailer.

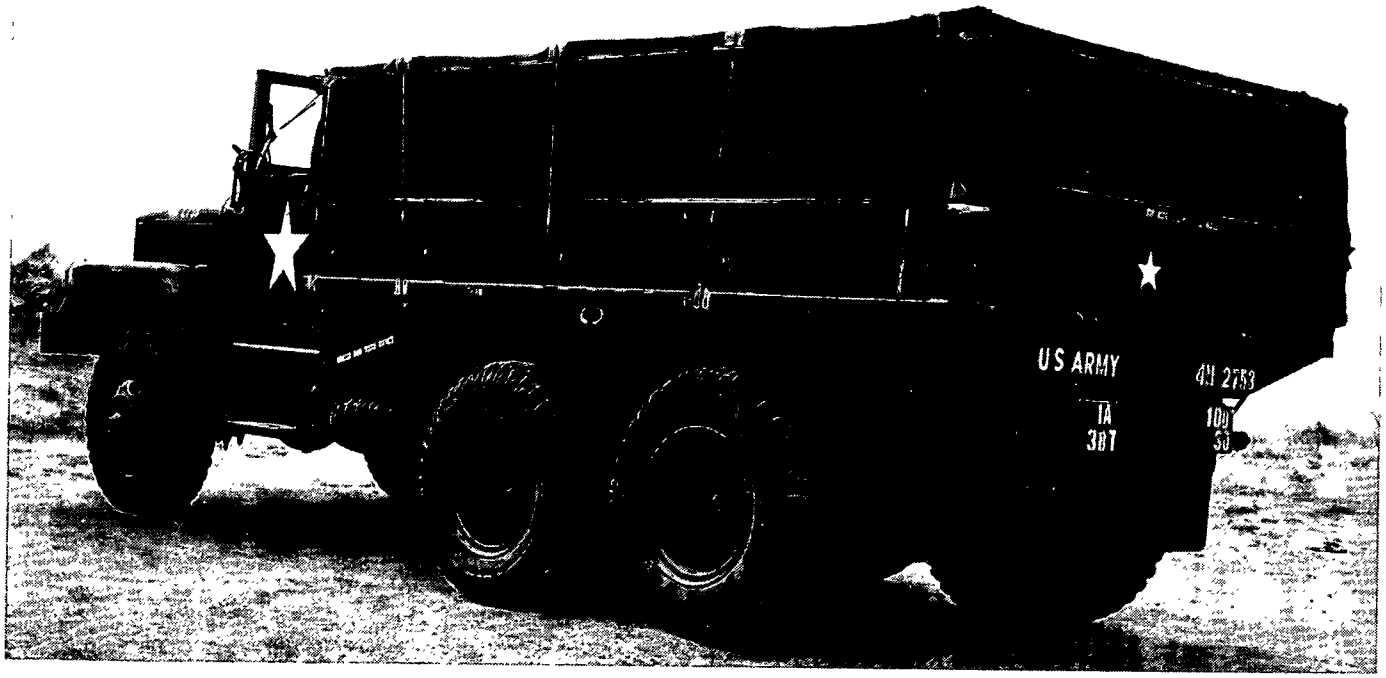


Figure B–4. M35A2 2 1/2-ton cargo truck.

Shipping cube for this 2 1/2-ton cargo truck loaded to the top of the sideracks is 1,202 cubic feet (30.1 MTON). There are 273 cubic feet (6.8 MTON) of cargo space available for unit cargo, and the shipping cube is only 126 cubic feet (3.2 MTON) greater than for the vehicle in reduced configuration. To take advantage of savings that result from loading vehicles above their reduced, or decubed, dimensions, the cargo should be loaded to produce as even a load as possible—try to fill the whole cargo-carrying bed of the vehicle. Don't merely load one or two items that will occupy a small fraction of the space available.

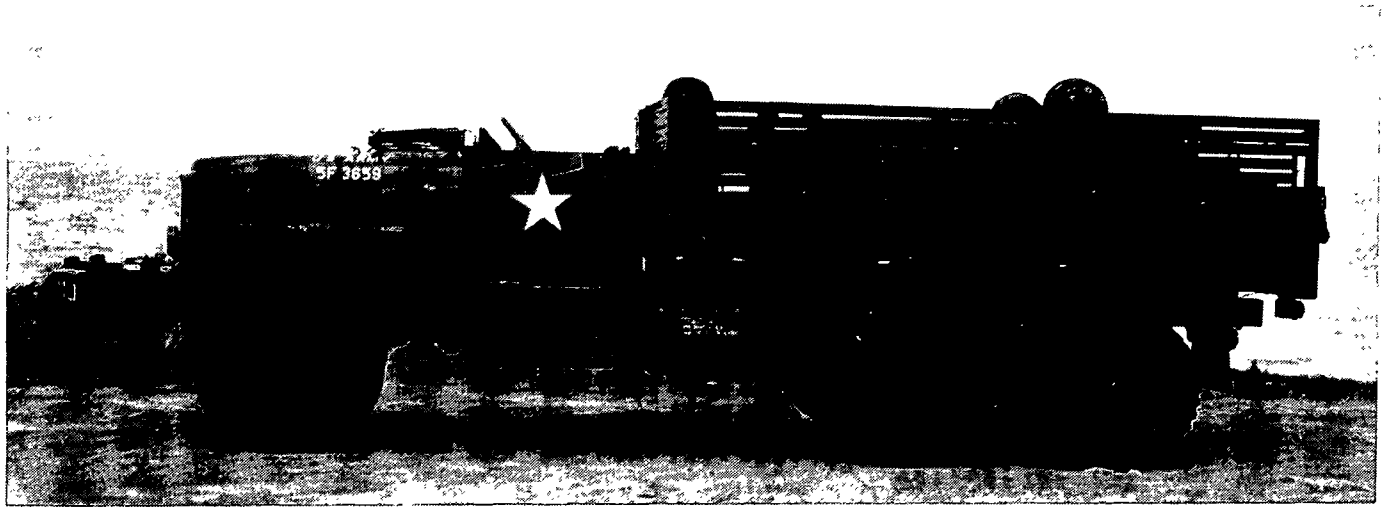


Figure B–5. M35A2 2 1/2-ton cargo truck with winch loaded with M105A2 1 1/2-ton cargo trailer.

Shipping cube for this truck and trailer is 1,537 cubic feet (38.4 MTON). Shipping the trailer in this manner saves 166 cubic feet (4.2 MTON) of shipping cube as compared to separate shipments of the two vehicles at maximum reduced dimensions. Shipping the trailer in a 2 1/2-ton cargo truck without winch would save 180 cubic feet (4.5 MTON) of shipping cube as compared to separate shipments at maximum reduced height. This load configuration offers the most economical means of shipping the 1 1/2-ton trailer if the cargo truck is not required for unit cargo or equipment. Trailer brakedrums extend 9 inches above the top of the sideracks.

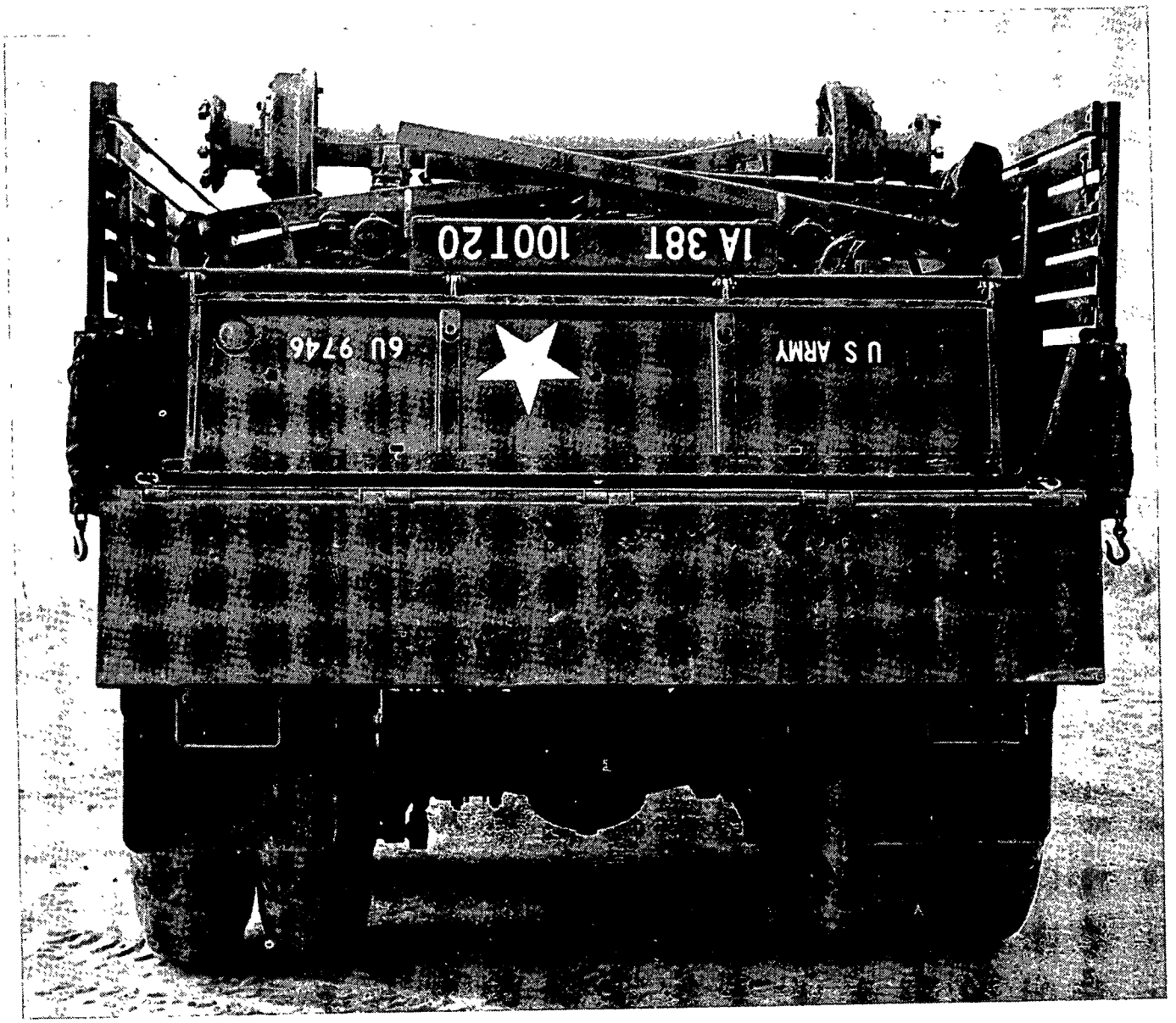


Figure B-6. M35A2 2 1/2-ton cargo truck loaded with M105A2 1 1/2-ton cargo trailer.

Shipping the 1 1/2-ton trailer in the 2 1/2-ton truck makes maximum use of cargo space of the truck. The trailer tongue extends into the cab of the vehicle, but does not restrict the operation of the vehicle.

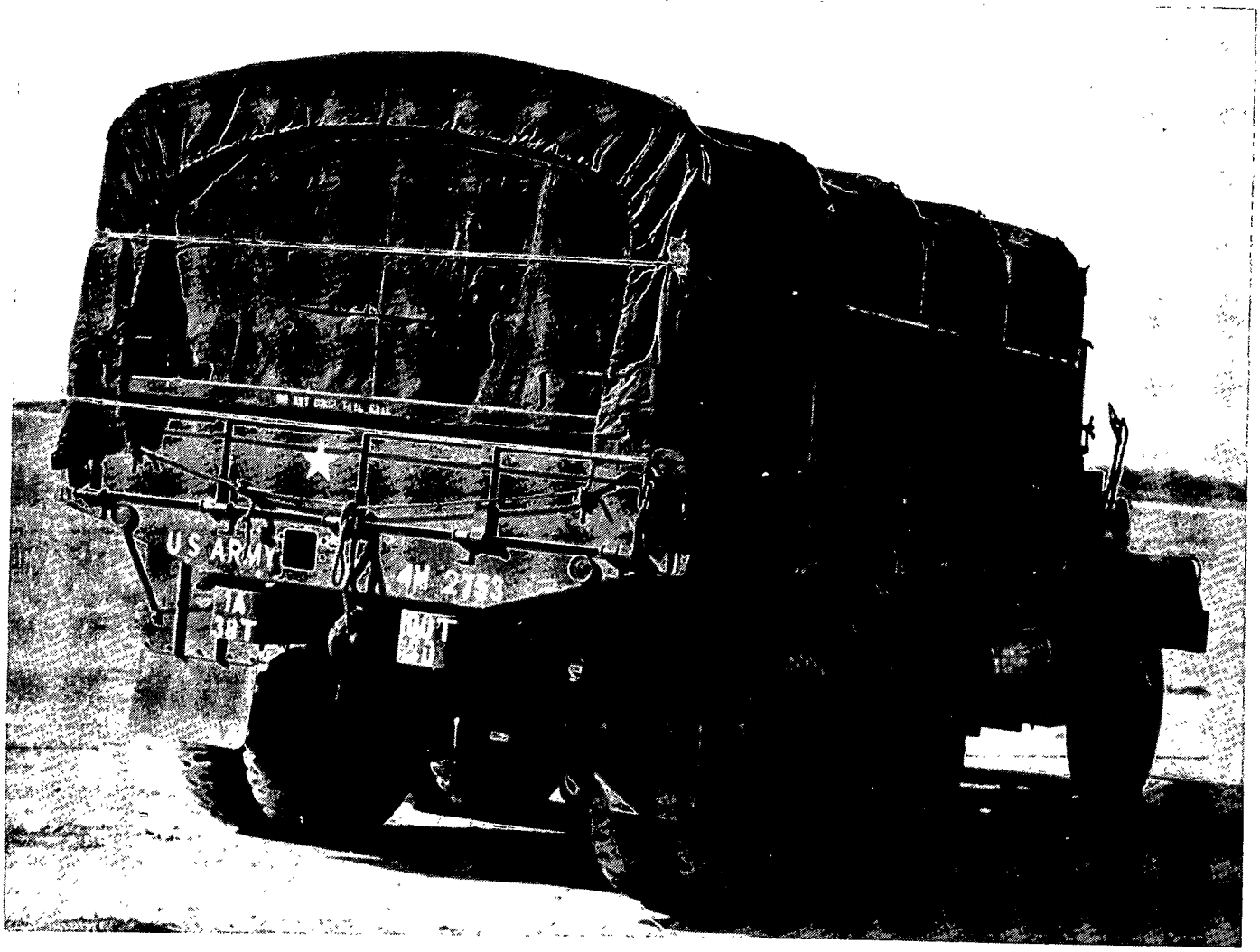


Figure B–7. M35A2 2 1/2-ton cargo truck.

Shipping cube for this 2 1/2-ton cargo truck at operational height is 1,693 cubic feet (42.3 MTON). In this configuration the truck has 443 cubic feet (11.1 MTON) of usable stowage space, but the shipping cube is increased by 491 cubic feet (12.3 MTON). This truck should not be shipped at operational height without authority from the Military Traffic Management Command.

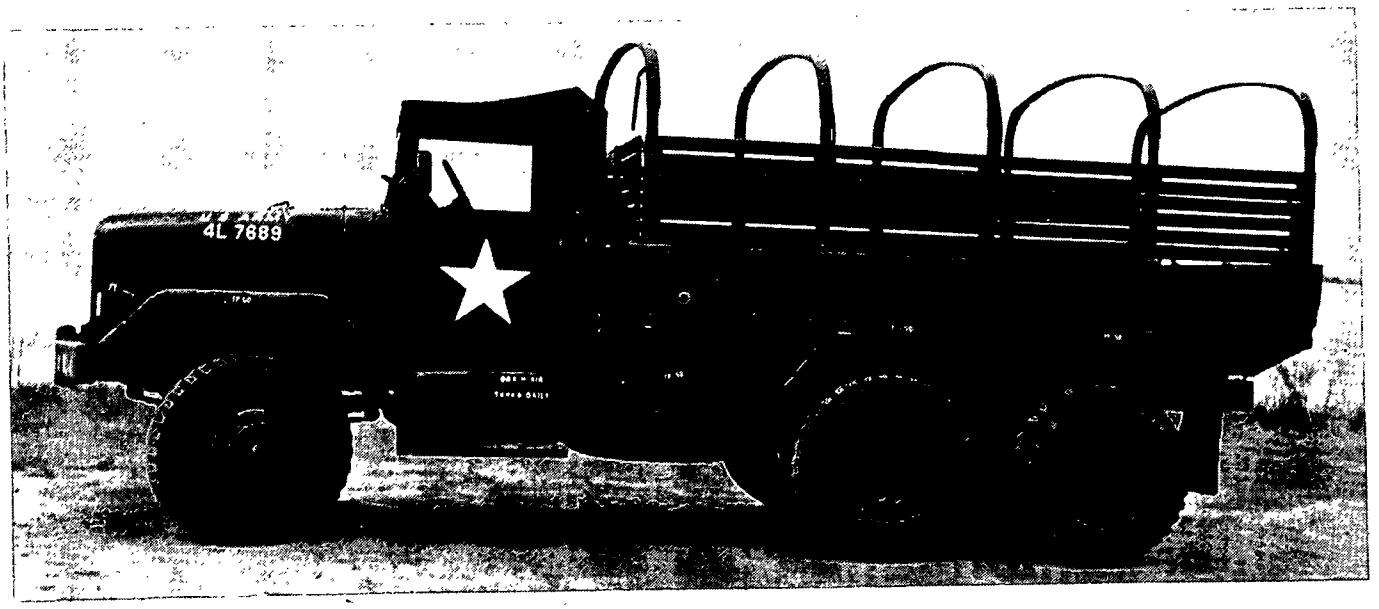


Figure B–8. M35A2 2 1/2-ton cargo truck.

Shipment of this 2 1/2-ton cargo truck at operational height will waste 491 cubic feet (12.3 MTON) of shipping cube. If the vehicle is not required for unit cargo, it should be shipped in the maximum reduced configuration. All items extending above the top of the steering wheel should be removed or adjusted below the top of the steering wheel, and the sideview mirrors should be removed or adjusted flush with the doors.

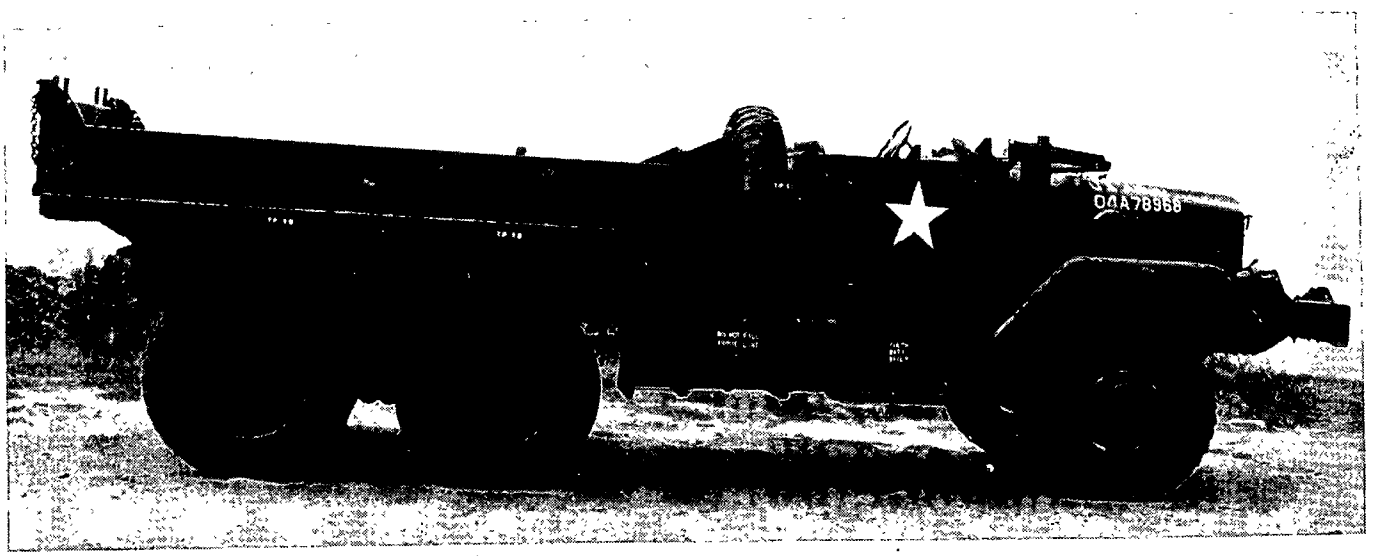


Figure B–9. M342A2 2 1/2-ton dump truck with winch.

Dump trucks normally are shipped with the cab shield removed and stowed in the truck bed. Shipping cube for this vehicle in the reduced configuration is 1,230 cubic feet (30.8 MTON) as compared to 1,575 cubic feet (39.4 MTON) for the truck with shield installed.

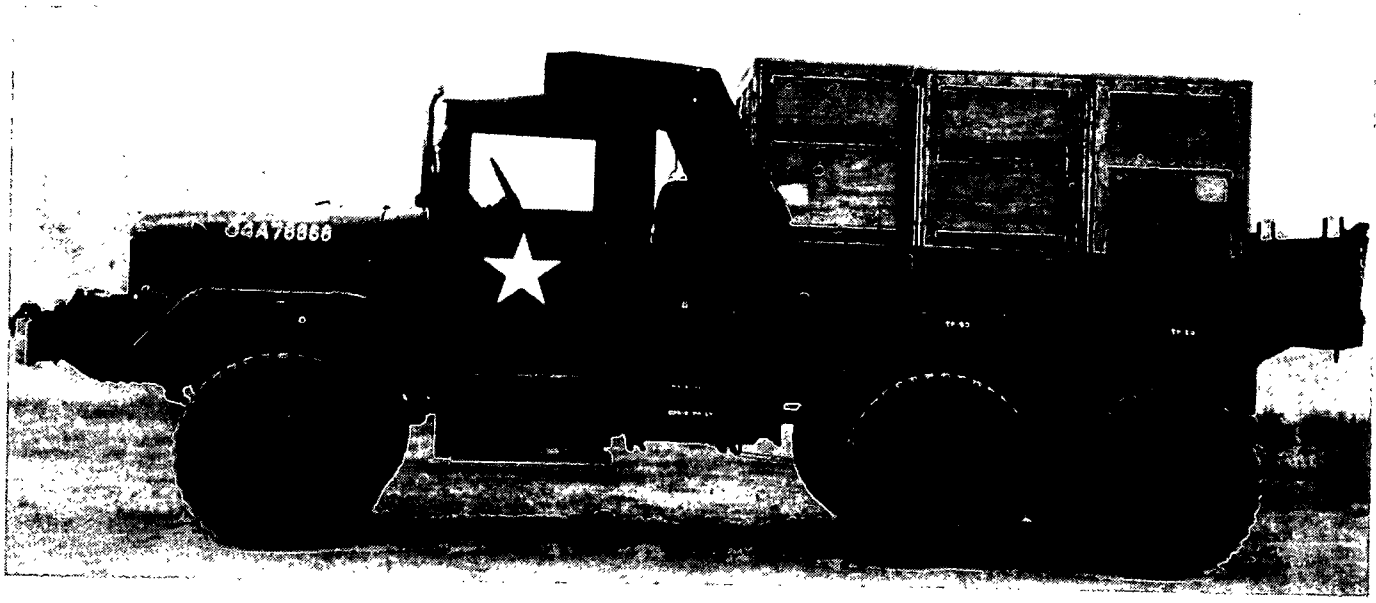


Figure B–10. M342A2 2 1/2-ton dump truck with winch.

When dump trucks are used for cargo, the cab shield remains installed. Cargo must not be loaded higher than the cab shield. Shipping cube for this vehicle at operational height is 1,575 cubic feet (39.4 MTON). This load makes good utilization of the usable cargo space.

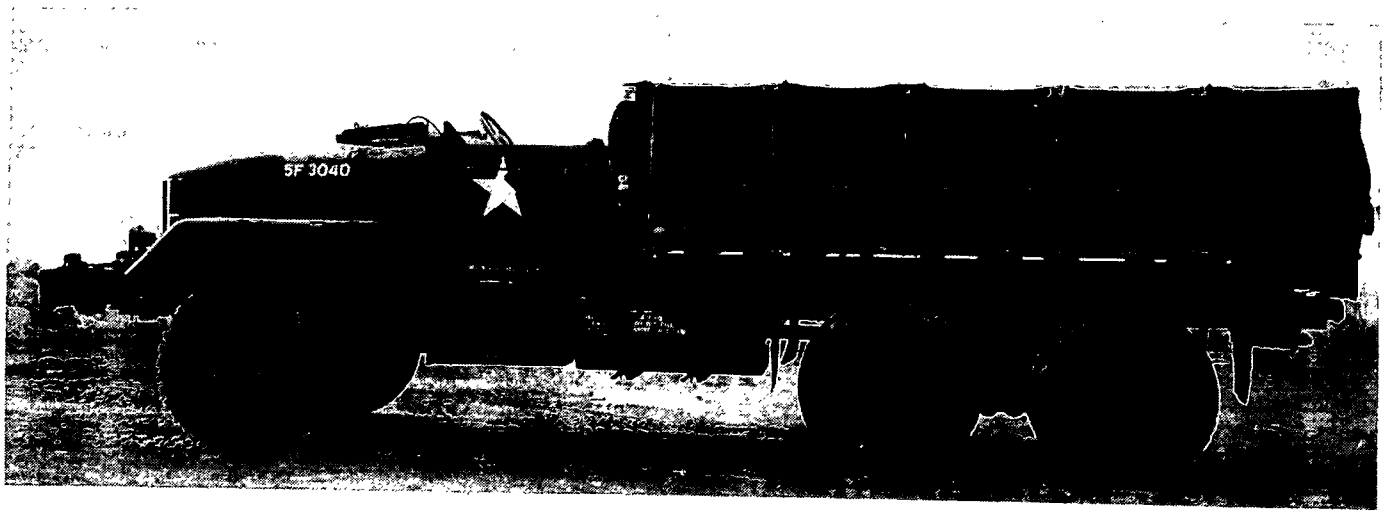


Figure B–11. M54A2 5-ton cargo truck with winch.

Shipping cube for this 5-ton cargo truck with winch loaded to the top of the sideracks is 1,618 cubic feet (40.5 MTON). At this loading height, the truck has 302 cubic feet (7.6 MTON) of cargo space for unit cargo. Shipping cube is only 103 cubic feet (2.6 MTON) greater than for the truck in the reduced configuration.

52.2
40.5
11.7 MTON

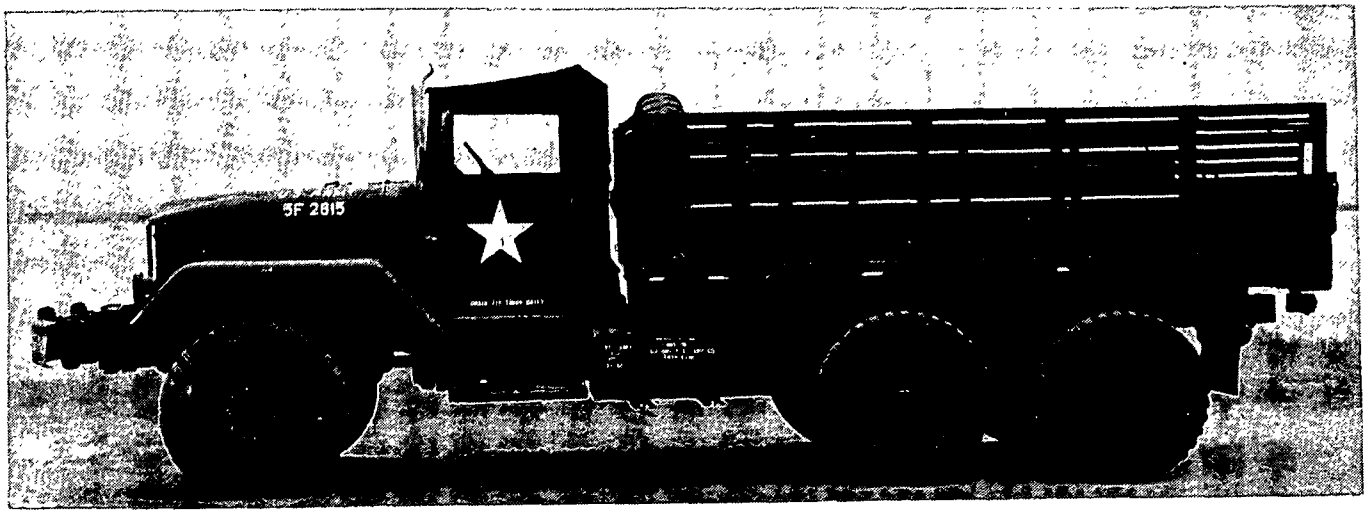


Figure B–12. M54A2 5-ton cargo truck with winch.

Shipping cube of this empty vehicle can be reduced more than 500 cubic feet (12.5 MTON) by removing all items above the top of the steering wheel and by lowering the windshield and adjusting sideview mirrors flush with the doors. Hundreds of dollars in excess shipping costs may result from shipping the vehicle in the configuration shown in figure B–12.

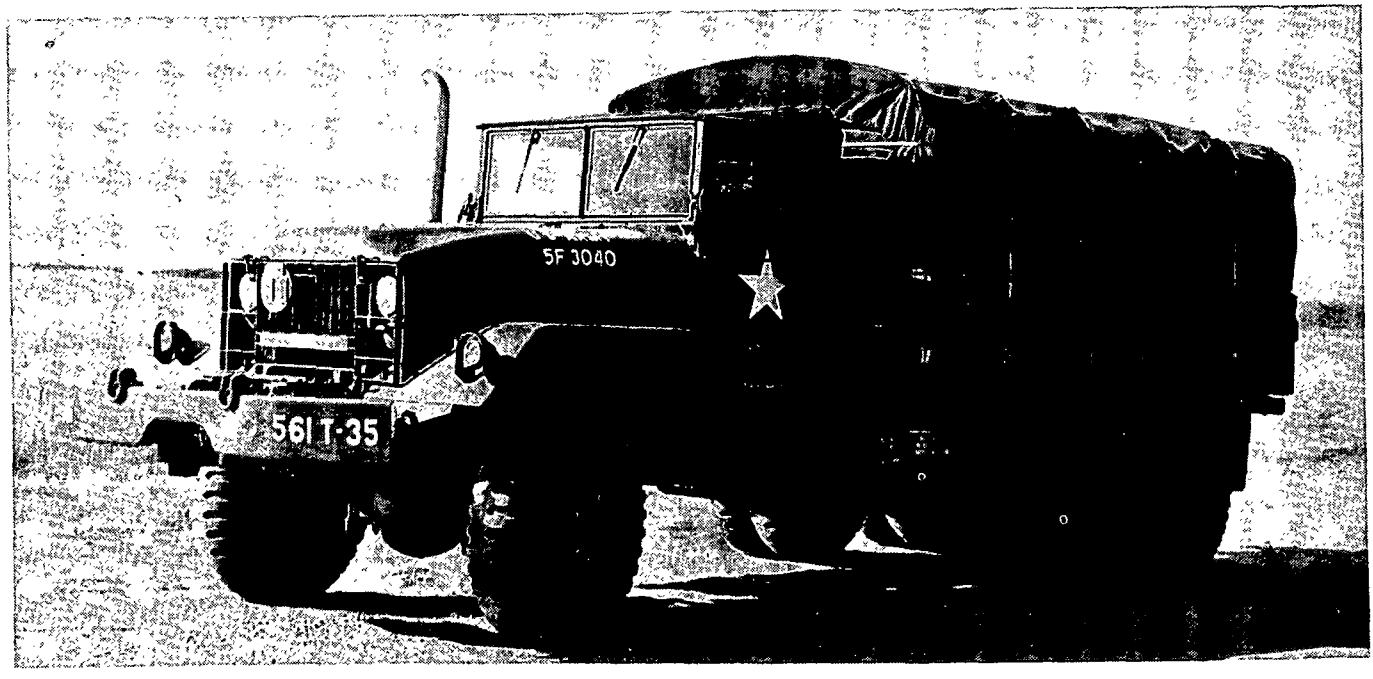


Figure B–13. M54A2 5-ton cargo truck with winch.

Shipping cube for this 5-ton truck at operational height is 2,088 cubic feet (52.2 MTON). In this configuration the vehicle has 506 cubic feet (12.7 MTON) of cargo space; however, the shipping cube is 573 cubic feet (14.3 MTON) greater than for the vehicle in reduced configuration. This truck should not be shipped at operational height without authority from the Military Traffic Management Command.

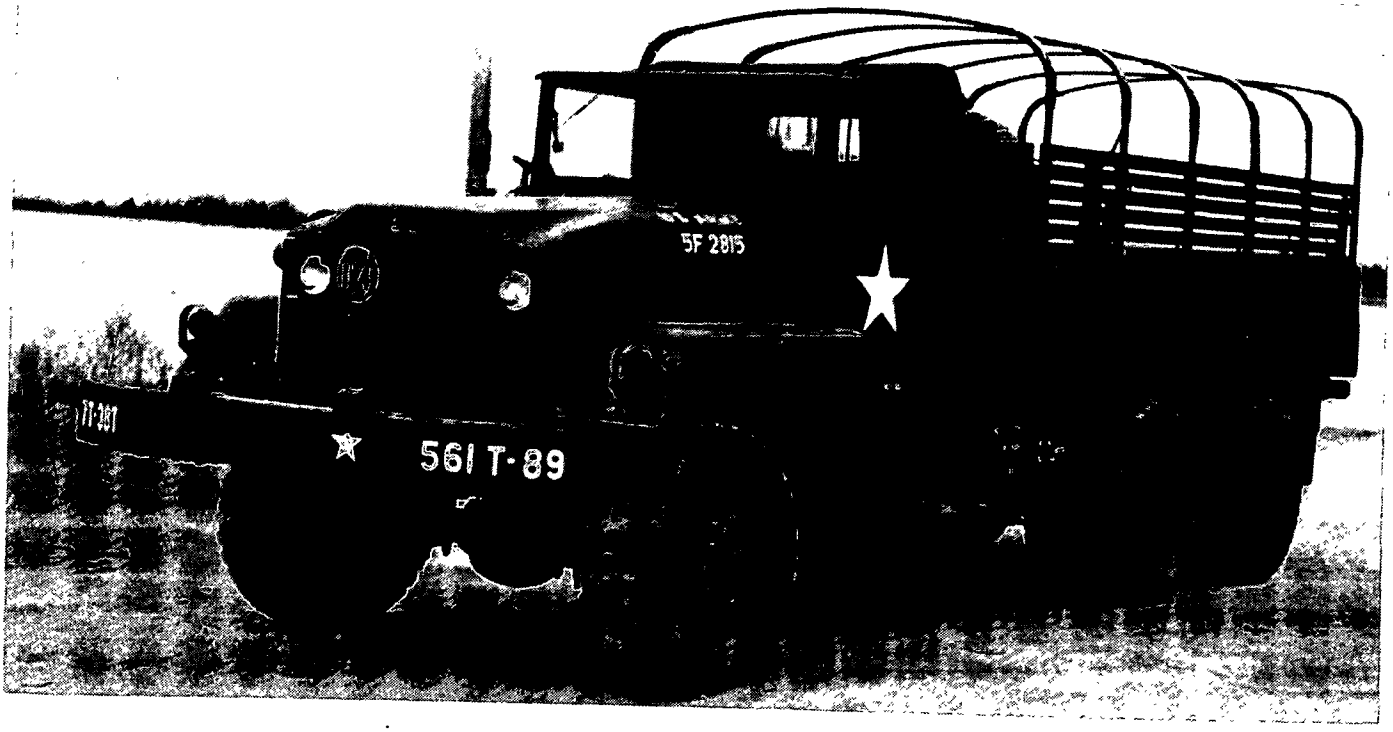


Figure B–14. M54A2 5-ton cargo truck with winch.

Failure to reduce this empty truck to the maximum reduced height will result in unnecessary handling and shipping charges for 572 cubic feet (14.3 MTON) of shipping cube. The vehicle should be shipped in the reduced configuration or at siderack height if loaded with unit cargo.

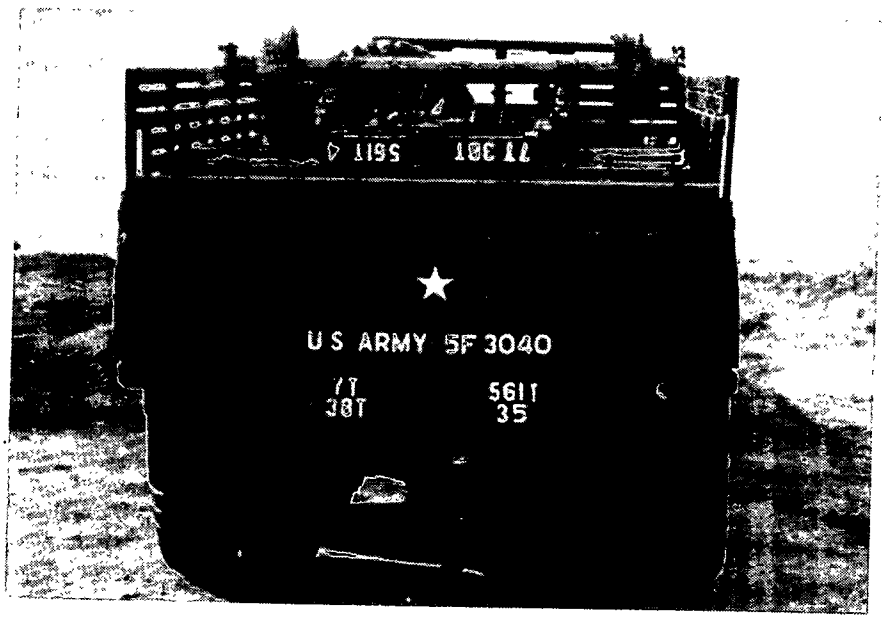
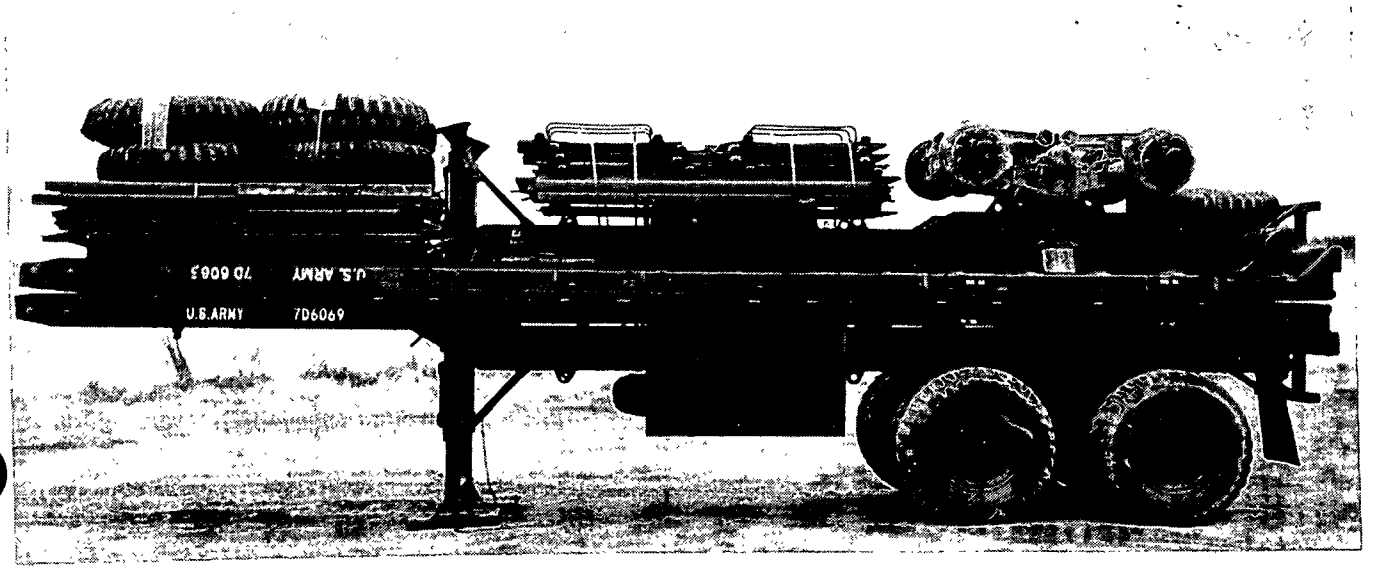


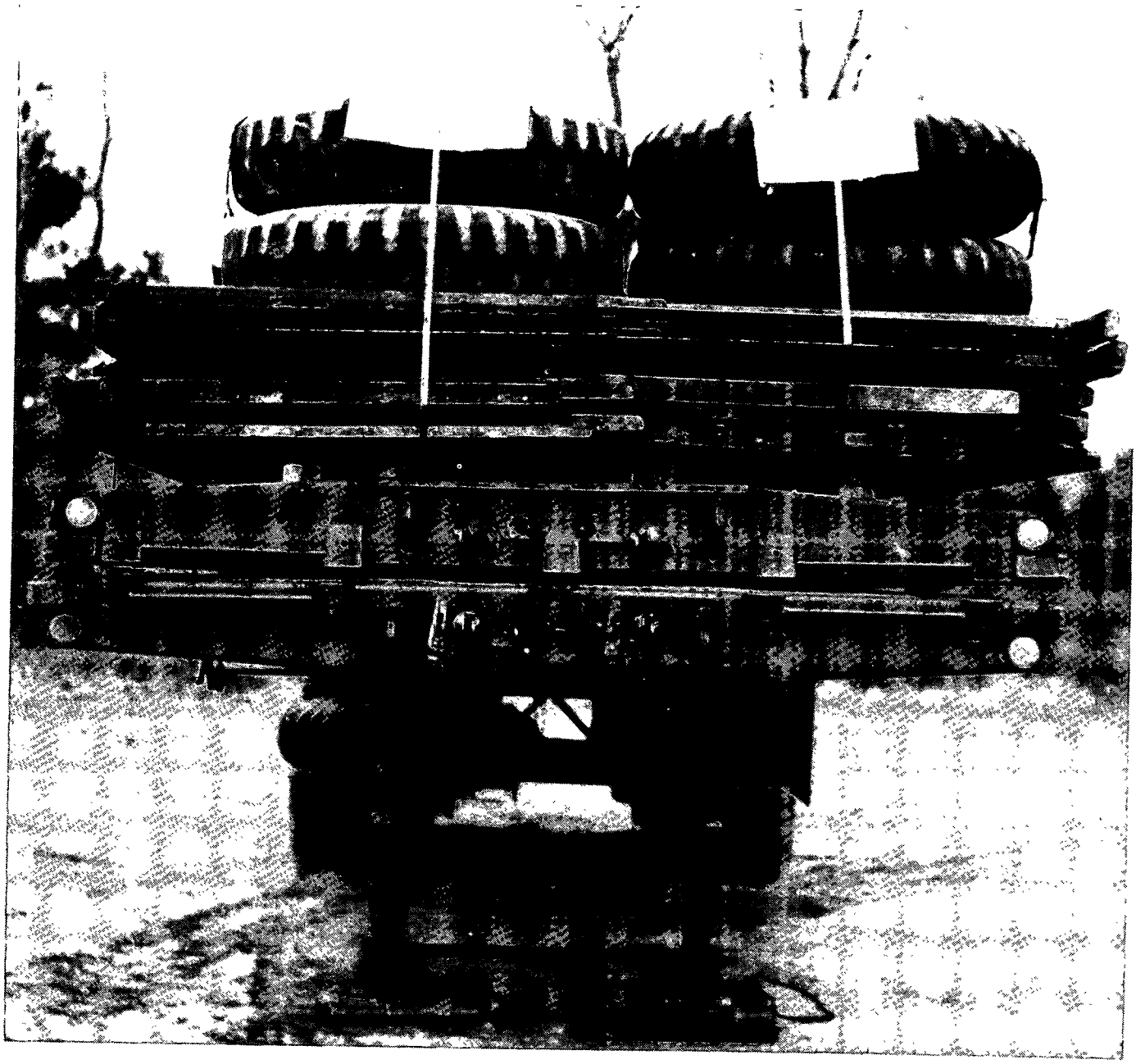
Figure B–15. Rear view of M54A2 5-ton cargo truck with winch loaded with M105A2 1 1/2-ton cargo trailer.

Shipping cube for the 5-ton cargo truck with winch and loaded with a 1 1/2-ton cargo trailer is 1,772 cubic feet (44.3 MTON). The trailer is inverted and the wheels are removed and stowed under the trailer with the bows, tarpaulins, and sideracks. The trailer extends 9 inches above the sideracks, or 15 inches above the top of the steering wheel. Shipping the trailer in the 5-ton truck compared to separate shipments of the two vehicles in reduced configuration saves 182 cubic feet (4.6 MTON) of shipping cube. Greater economy could be achieved by loading the trailer in a vehicle without winch if one is available.



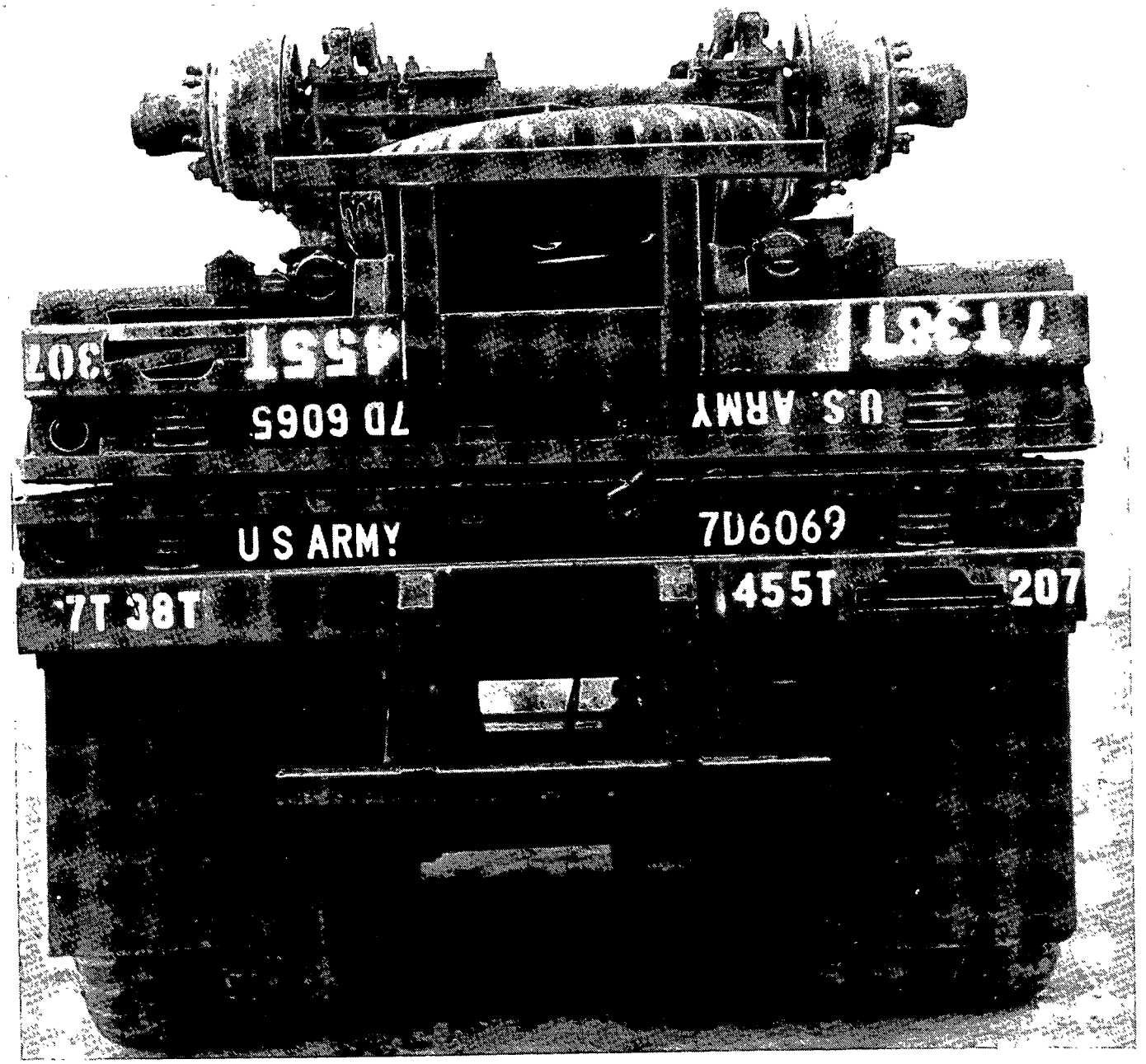
Side View

Figure B–16. Double-stacked or piggybacked M127A1C 12-ton stake trailer.



Front View

Figure B–16—Continued.



Rear View

Figure B–16—Continued.

Shipping cube for these two 12-ton stake trailers is 2,173 cubic feet (54.3 MTON). Cube reduction is accomplished by removing the wheels from the top trailer and stowing all equipment for the two trailers on the top trailer below the highest fixed point. Shipping the trailers in this manner rather than by separate shipments in reduced configuration saves 214 cubic feet (5.4 MTON) of shipping cube. The two trailers are banded together, and all equipment is secured to the top trailer.

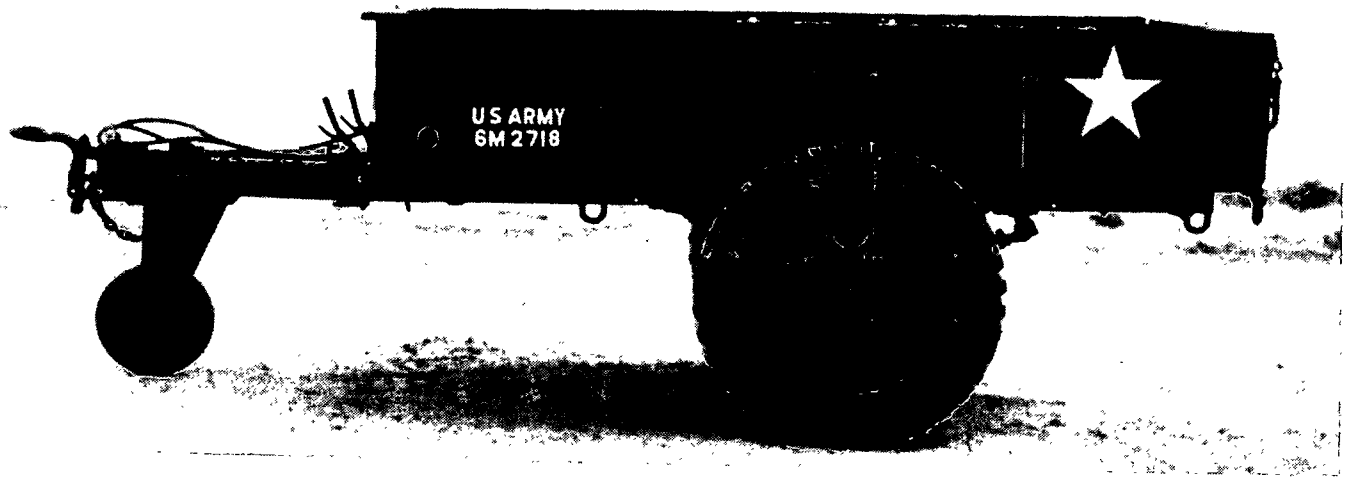


Figure B–17. M105A2 1 1/2-ton cargo trailer.

Shipping cube for this 1 1/2-ton cargo trailer in reduced configuration is 439 cubic feet (11 MTON). All bows, sideracks, and tarpaulins are stowed in the cargo body. If more than one trailer is available for shipment the trailers should be double-stacked with top trailer wheels removed or, if empty 2 1/2- or 5-ton cargo trucks are available, the trailer should be shipped aboard the truck.

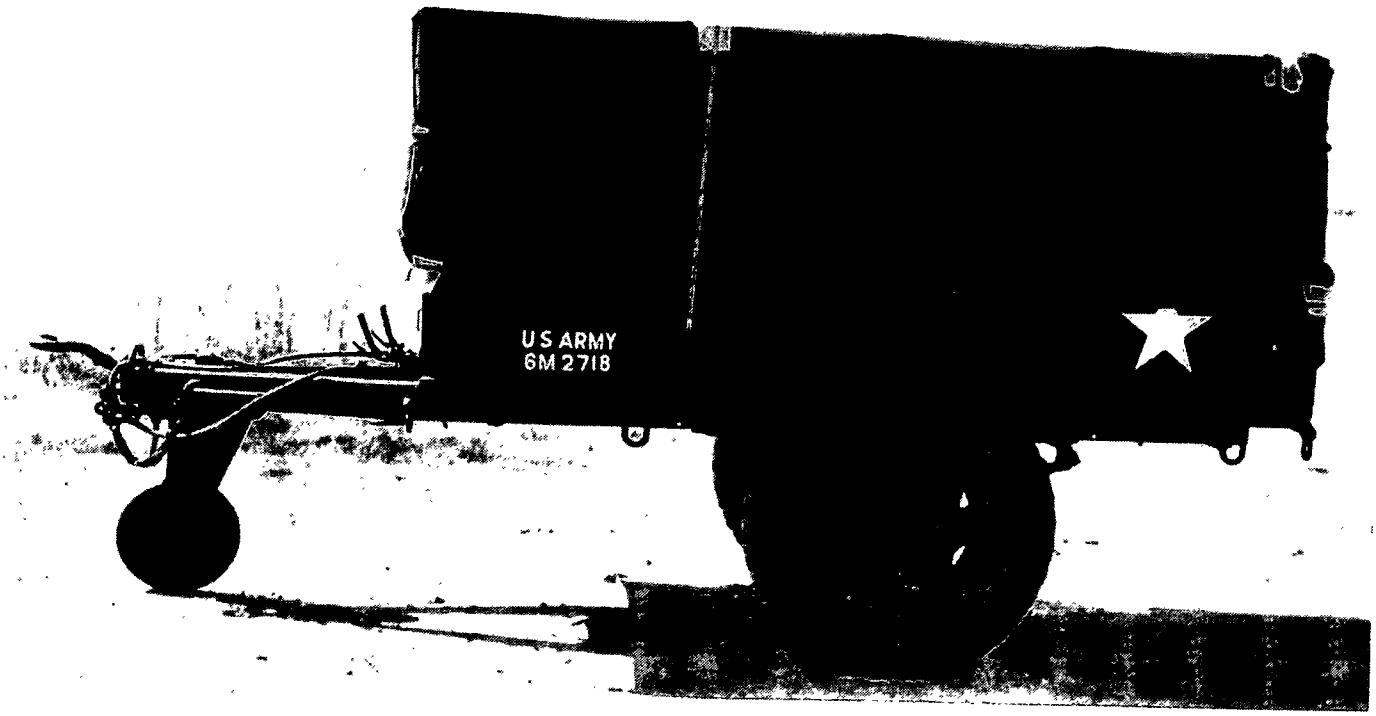


Figure B–18. M105A2 1 1/2-ton cargo trailer.

Shipping cube for the 1 1/2-ton cargo trailer with sideracks installed is 654 cubic feet (16.4 MTON). In this configuration the trailer has 210 cubic feet (5.3 MTON) of cargo space, but because of the large amount of unusable space over the tongue of the trailer, shipping cube is increased by 215 cubic feet (5.4 MTON).

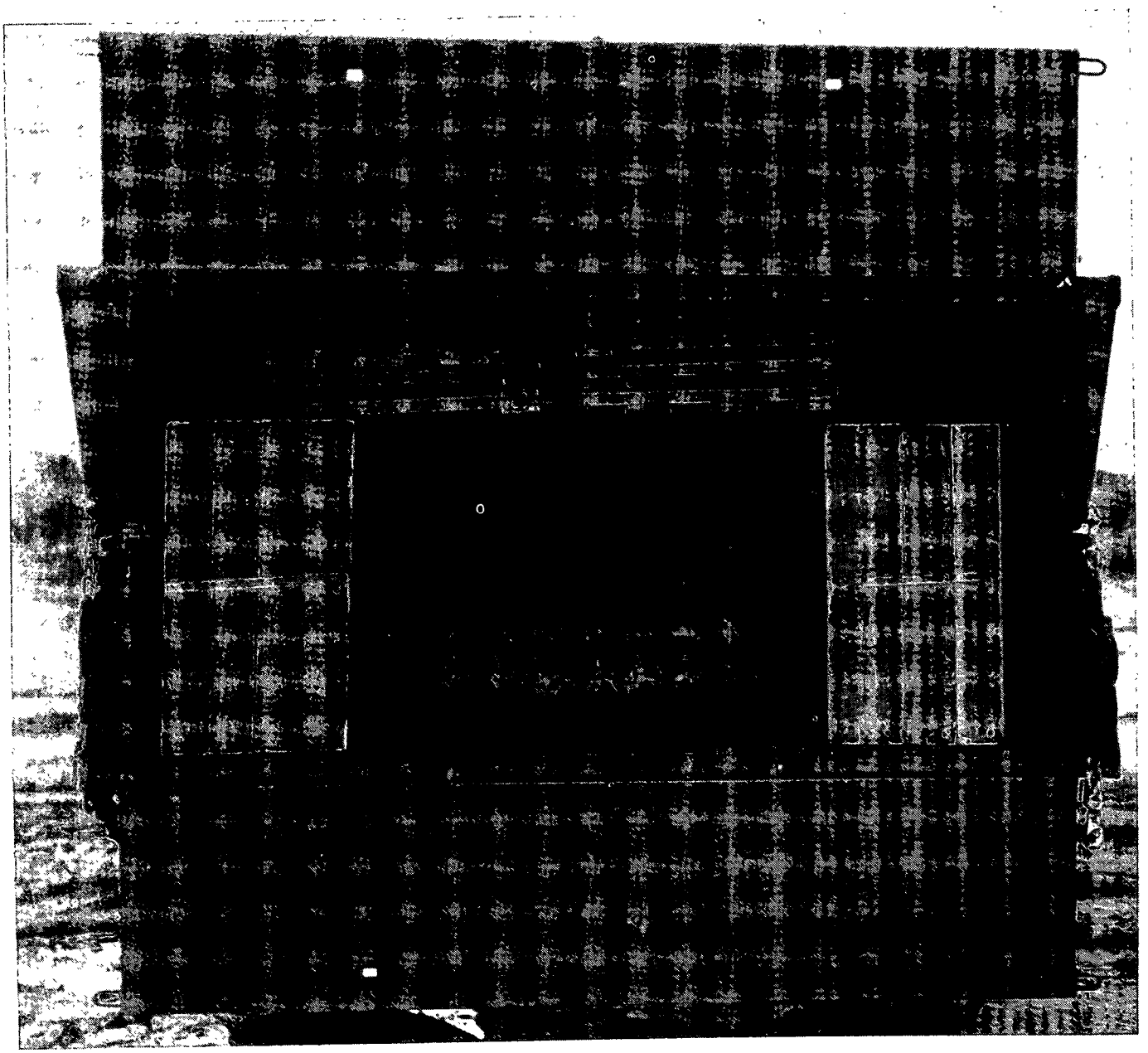


Figure B–19. Double-stacked M105A2 1 1/2-ton cargo trailers.

Shipping cube for two 1 1/2-ton trailers double-stacked is 793 cubic feet (19.8 MTON) compared to 877 cubic feet (22 MTON) for separate shipments in reduced configuration. Double-stacking is preferred over shipping the trailers in reduced configuration or loaded with unit cargo. Trailer tongues are stowed in the same direction and the sideracks, bows, tarpaulins, and the wheels from the top trailer are stowed within the cargo bodies. Removal of wheels from the top trailer reduces the height of the load by 10 inches.

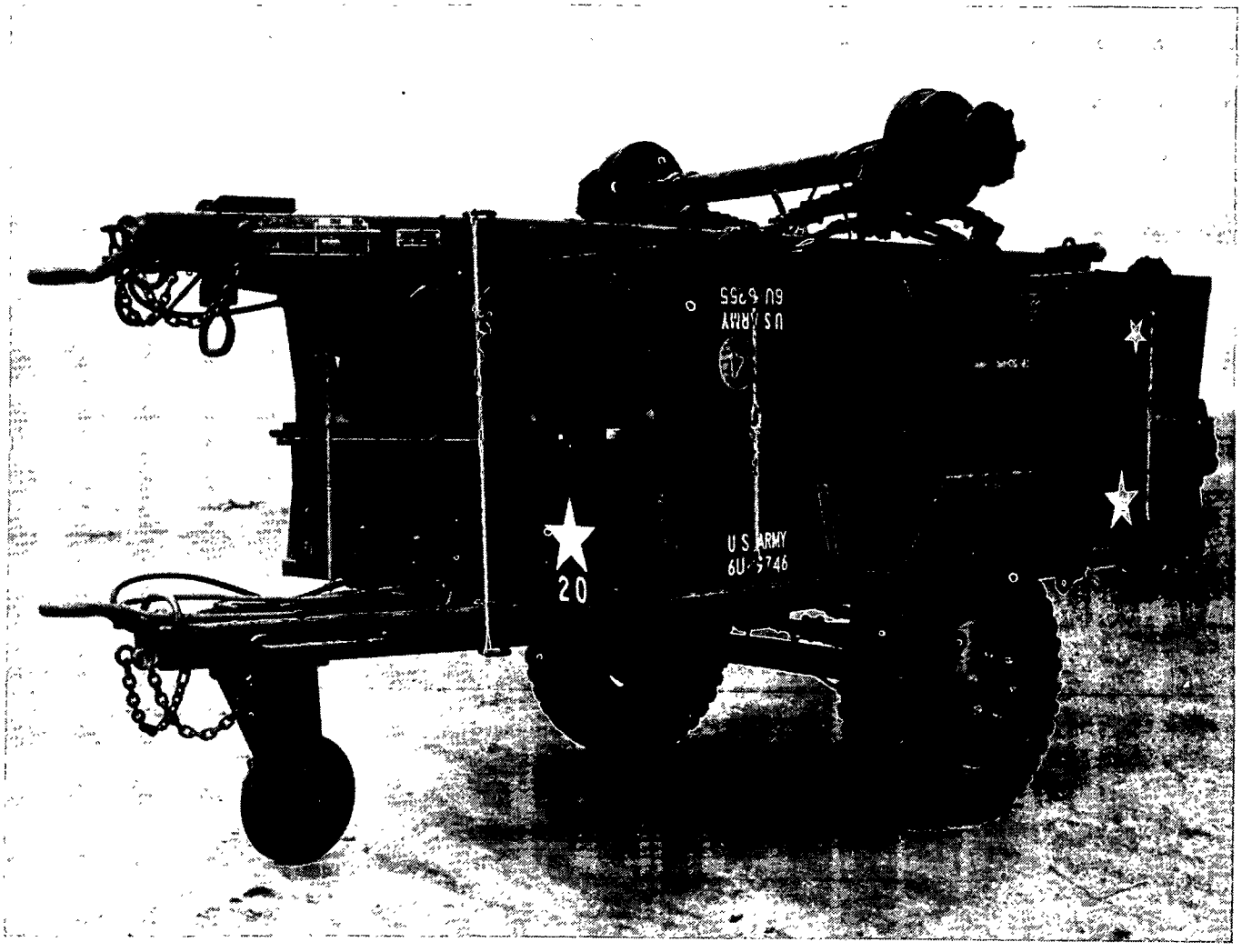


Figure B-19—Continued.

All bows, tarpaulins, sideracks, and wheels from the top trailer may be stowed in the trailers. A small amount of cargo space is also available for unit equipment.

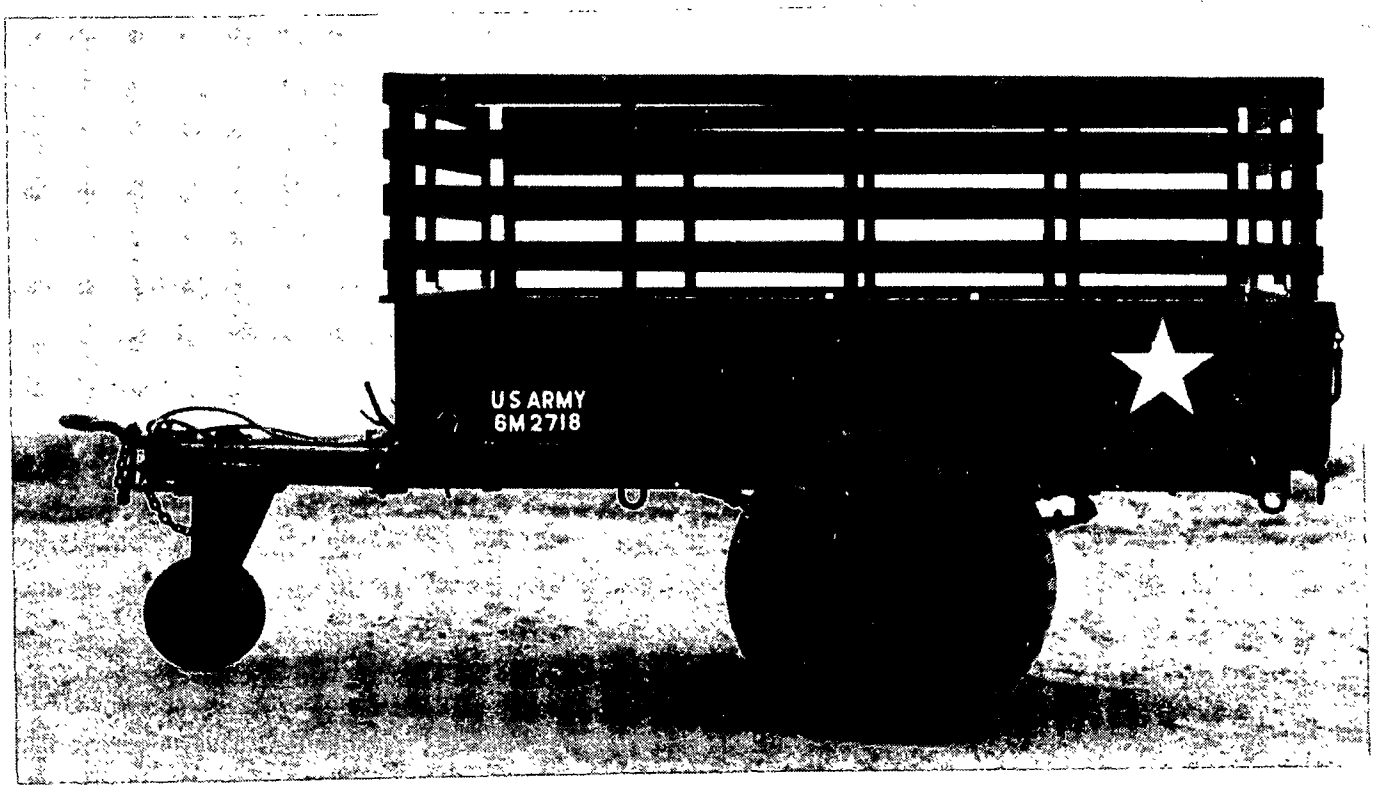


Figure B-20. M105A2 1 1/2-ton cargo trailer.

Shipment of this trailer with sideracks installed will result in charges for 115 cubic feet (2.9 MTON) of wasted shipping cube. Sideracks, bows, and tarpaulins should be stowed in the cargo bed.

APPENDIX C

SECURITY ORIENTATION SAMPLE LESSON PLAN

INSTRUCTIONAL UNIT: Security of Military Information During Movement or Mobility Tests
TYPE: Lecture
TIME ALLOTTED: 30 minutes
CLASS PRESENTED TO: Entire unit
TOOLS, EQUIPMENT, MATERIALS: Lectern
PERSONNEL: Instructor/Assistant Instructor
INSTRUCTIONAL AIDS: None
REFERENCES: AR 380-5, AR 380-55, AR 380-200, FM 30-28
STUDY ASSIGNMENTS: None
STUDENT UNIFORM AND EQUIPMENT: Duty
TROOP REQUIREMENTS: None
TRANSPORTATION REQUIREMENTS: None

1. Presentation (Lecture)

a. Introduction.

(1) *Objective.* To emphasize the need for security of all classified information concerning this (movement, exercise) and to inform you of the measures to be taken to insure such security.

(2) *Standards.* All personnel must be aware of the need for security and of their responsibilities to maintain secrecy concerning classified information.

(3) *Reasons.* This security is for your own protection. When we move to a combat zone or a potential combat zone, it is reasonable to assume that the enemy will attack those targets of which he has knowledge. Thus, if he knows where or when to attack through our carelessness, we can expect that, within his power, he will inflict casualties on us. You or your buddies can be among those casualties.

(4) *Review of previous instruction.* All of us have received instructions on safeguarding military information. Today, with the impending (movement, test) I wish to go over key points in this protection of secrecy.

b. Explanation.

(1) *Personal responsibility.*

(a) No information regarding the purpose, time, and destination of this (movement, exercise) will be given to unauthorized persons.

1. Family.
2. Friends.
3. Personnel of other units not involved.

(*b*) (As applicable) Special instructions on information to be given dependents, creditors.

(*c*) Inspection of personal papers and correspondence for papers identifying the unit.

1. Drivers' licenses, club cards, etc.
2. Incoming mail.
3. Other papers.

(*d*) Diaries are forbidden.

(*e*) Unofficial photography forbidden. Camera policy as announced.

(*f*) Purchase of foreign currency or equipment which would indicate destination forbidden.

(*g*) Patches and unit badges must be removed from all clothing and turned in to supply for safekeeping and later issue (in classified moves only).

(*h*) Visitors are not permitted at Army terminals, replacement stations, or staging areas.

(*i*) Dependents will not accompany troops.

(2) *Unit responsibility.*

(*a*) Area is declared restricted. Area will be marked and all personnel guarded accordingly.

(*b*) All classified documents must be properly secured and accounted for throughout the movement. Care must be exercised in creating new classified papers without bringing them under immediate proper control—

1. Any paper which identifies unit with movement order number.

2. With its destination.

3. With the operations plan.

(*c*) All shipping documents must be screened to insure that they carry only movement control number and not unit designation.

(*d*) Unit markings on all vehicles and other equipment must be removed by sanding or wire brush, then painted over (simulated by crossing out with chalk marks in tests).

(*e*) Colors, standards, and guidons will be packed for safekeeping during movement.

2. Questions

3. Censorship

a. Censorship (has, may be) imposed by higher headquarters. Effective on such orders.

(1) All mail must be posted through unit mail orderly.

(2) Letters and packages will not be sealed.

(3) All outgoing mail will be subject to censorship.

(4) Telephone calls will be monitored and censored by higher authority.

b. During movement all mail will be held for dispatch until after we reach destination.

c. Unit censorship officer will examine all outgoing mail to determine that it gives no information that would be helpful to the enemy, nor contains any prohibited material. He may—

(1) Make deletions.

(2) Return mail with notations concerning violations to writer.

(3) Initiate action to punish deliberate efforts to evade censorship by use of private codes.

d. Prepared post cards will be available for rapid processing through censorship.

e. Blue envelopes will be available for those who have personal problems or matters which they do not want unit censor to know about.

f. Foreign Language Letters.

(1) Permission to write in foreign language must be obtained from the unit commander.

(2) Cover of letter must bear name of language (in English) below the return address.

(3) Such mail will be examined by base censors, if it cannot be translated by unit censors.

4. Penalties for Breaches of Security and Deliberate Violation of Censorship Universal Code of Military Justice provides penalties for neglect or deliberate acts that may endanger the safety of any command.

5. Code of Conduct

The Code of Conduct applies to American "Fighting Men" at all times and provides a sound basis for individual conduct and behavior for soldiers stationed throughout the world.

6. Summary

a. Are there any questions—

b. Review main points.

(1) Personal.

(2) Unit.

(3) Censorship.

7. Closing Statement

This briefing has been given you to emphasize the need for security of information as we initiate (movement to an area of operations, classified, mobility test), and the measures we must take as individuals and as a unit to insure this security. The aim of these regulations is to prevent the enemy or potential enemy from obtaining any information that is potentially harmful to the United States or its allies in the prosecution of the war. This denial of information from the enemy will enhance the personal safety of each one of us by providing us a shield of secrecy.

APPENDIX D

SAMPLE FORMAT OF STATEMENT OF UNIT FUND PROPERTY TURN-IN

(Letterhead)

1. The following Unit Fund Property is in excess to the Unit Fund Council under the provisions of paragraph 3-20*d* (1), AR 230-1.

Nomenclature	Unit	Quarter	Unit cost
*	*	*	*

_____ _____ _____

Member Member Custodian/President

2. I have received the above listed Unit Fund Property from unit indicated.

_____

Signature of Custodian CRF
Interim Custodian
(See AR 230-1)

3000021278

APPENDIX E

SAMPLE REQUEST FOR CLOSING STATEMENT

(Letterhead)

Name of bank
Address of bank

Dear Sir:

This is to advise you to close account No._____, Unit Fund (unit), Fort Blank, Virginia, as of this date.

The following checks are outstanding and should be deducted along with any service charges from the balance on hand:

Check No.	Amount	Payable to—
_____	_____	_____
*	*	*

Please forward immediately a final bank statement and bank check to this unit for balance remaining.

Sincerely yours,

Signature block
Custodian, Unit Fund
an Instrumentality of the US

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By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

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